

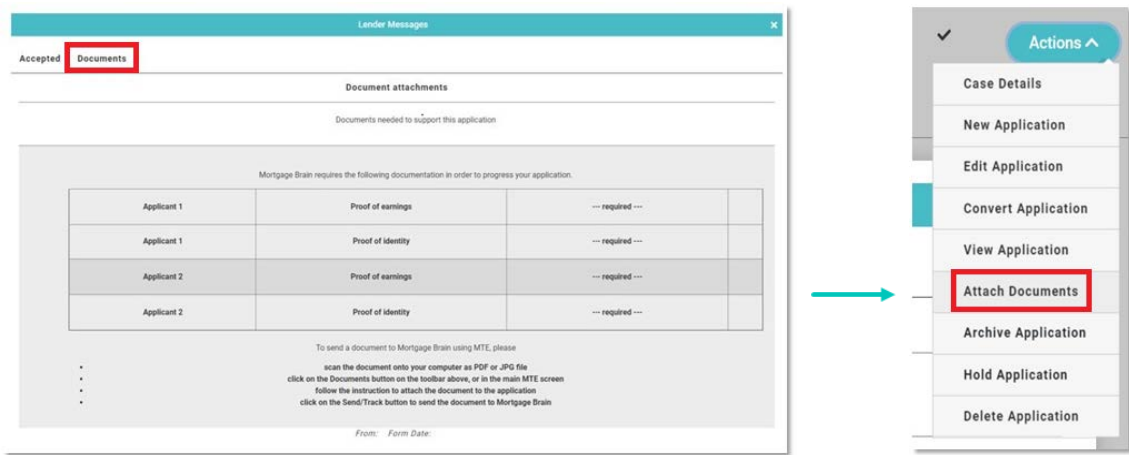
# How to attach documents to an application

1. After submitting an application to the lender, click the **envelope** icon next to the application



2. Click on the **Documents** tab to view the list of required documents needed to support the application.

3. From the home screen click the **Actions** button next to the application and then choose **Attach Documents**.



4. Click on **Attach** next to each document request type, select the **Subtype** and click **Upload Document** to browse to the file on your computer. Repeat this step to attach all documents.



5. Once all documents are attached, the **Send/Track** process can be used again to send the attached documents to the lender.

Last Update	Task	Form	Client	Status	
01/11/2019 09:42	Send attachment_image_1.jpg	IQ5 Test Form	Mr Generated Track-With-Docs	Queued	<input checked="" type="checkbox"/>
01/11/2019 09:42	Send attachment_image_2.jpg	IQ5 Test Form	Mr Generated Track-With-Docs	Queued	<input checked="" type="checkbox"/>