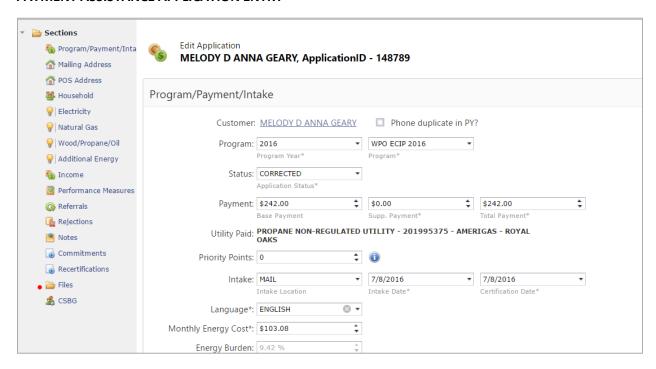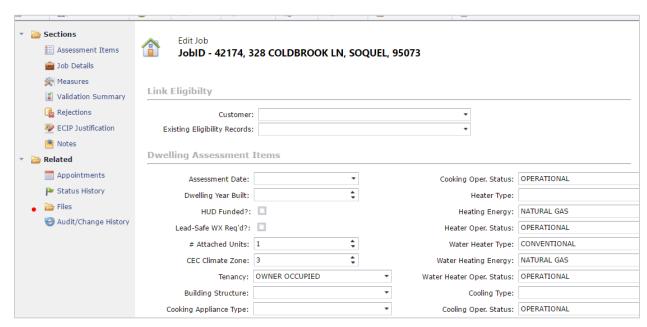# Uploading Files

To upload documents open the *Application* or *Job* and click **Files.**
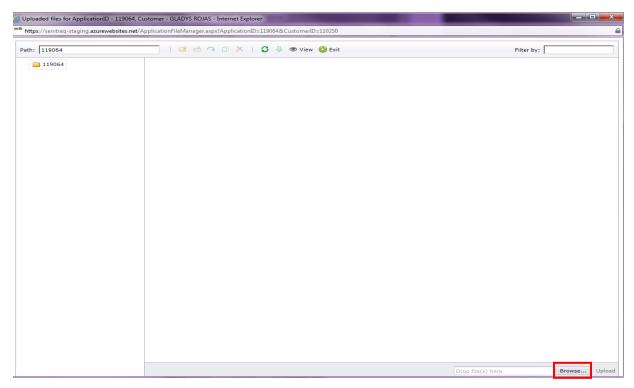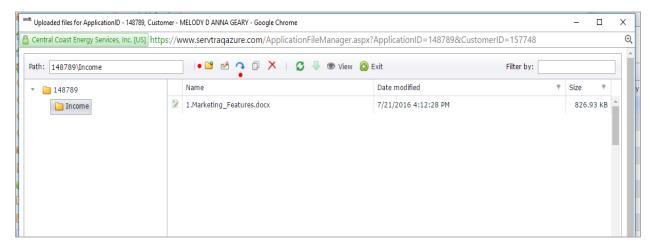
PAYMENT ASSISTANCE APPLICATION ENTRY

WEATHERIZATION

Uploading Files

Once the Scanned Documents page opens, scroll down to view the **Browse** button. Click **Browse**, select your documents and click **Upload**.

Note: You can also create subfolders to organize documents if needed. To create a subfolder, click the *folder* icon. If then you want to move documents to a folder select the document(s), click the **arrow** icon, and select the folder to move it to.

Click **Ok** to finish.