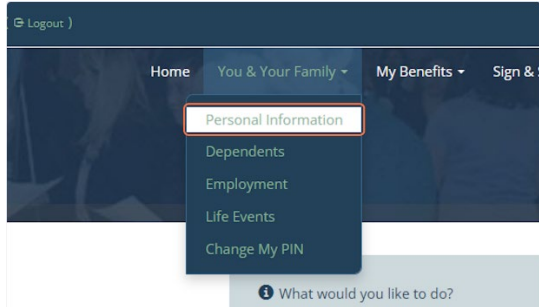


How to upload Supporting Documentation

1. From the top of your screen, select **You and Your Family, Personal Information.**



2. Scroll to the bottom of the page and choose either **Upload from my computer** or **Take a picture and Upload.**

UPLOAD DOCUMENTATION

Here you may upload additional documentation. Please choose whether you would like to upload files from this computer, or if you'd like to scan the QR code and photograph documents from within the Selerix Engage application. You may use either option or a combination of both to upload documentation.



Upload from my computer

Using this option you may upload files directly from this computer. Click the upload icon and follow the instructions on the dialog pop-up.

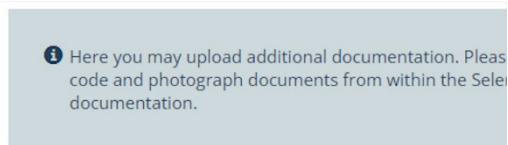


Take a picture and upload

The Selerix Engage website will allow you to use the camera on your mobile device to take a picture of supporting documentation and upload it to your record. Click the icon to the left to display a QR code to start this process.

To upload from Upload from my computer:

- Press the arrow icon.



Upload from my computer

Using this option you may upload files directly from your computer. Click the upload icon and follow the instructions on the dialog pop-up.

- Press **Choose File**, a new window will open. Select the **Documentation** you are uploading from your device.

To upload from Take a Picture and Upload:

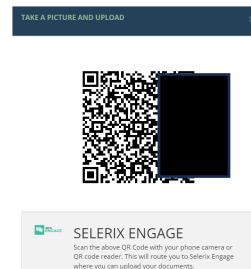
- Press the **QR generator**.



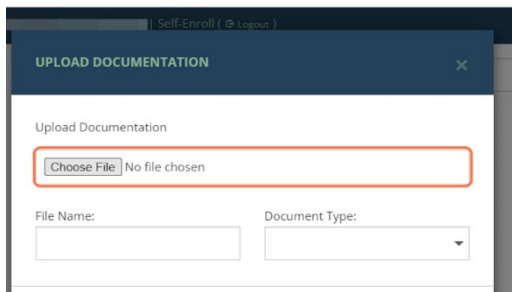
Take a picture and upload

The Selerix Engage website will allow you to use the camera on your mobile device to take a picture of supporting documentation and upload it to your record. Click the icon to the left to display a QR code to start this process.

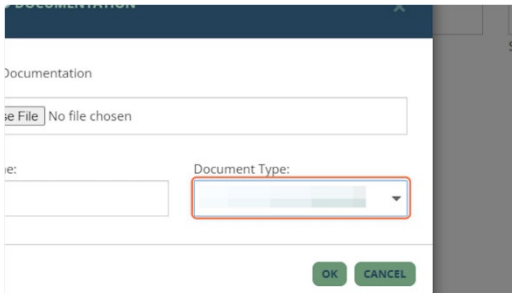
- Scan the **QR code with your phone.**



- Select to **Upload or Capture** your document. Follow the prompts on your phone.



- **Select the type of document you are uploading. i.e., Marriage Certificate, Birth Certificate. Press Ok.**



SELECT A METHOD

If your document has already been saved to this device, select the **UPLOAD** button and navigate to your file.

To take a picture of your document to upload, select the **CAPTURE** button.



- **Confirm you added the correct document.**

REVIEW DOCUMENT

Make sure the document is legible. Select **+ PAGE** to include additional pages for this document. Additional pages should be in the proper order.



- **Name the document, select the document type from the drop down and press Save.**

FINALIZE DOCUMENT

To finalize your document upload, provide a document name and a document type, then select the **SAVE** button.

Document Name:

Document Type:
 Select a Document Type

< BACK **SAVE >**

3. Confirm the information on the screen. Press Next.

UPLOAD DOCUMENTATION

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Upload from my computer
 Using this option you may upload files directly from this computer. Click the upload icon and follow the instructions on the dialog pop-up.

Take a picture and upload
 The Selerix Engage website will allow you to use the camera on your mobile device to take a picture of supporting documentation and upload it to your record. Click the icon to the left to display a QR code to start this process.

File Name	Document Type	Size	Uploaded By	Date
.Your File Name	Adoption Papers	372.23 KB		

< BACK **NEXT >**

4. Your dependent will be listed, Press Next. You have completed your change.