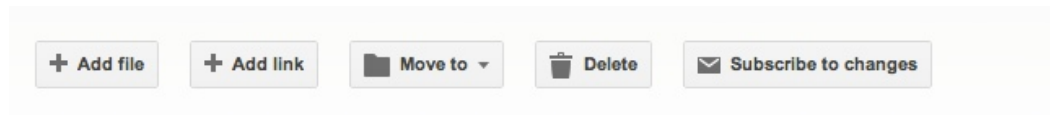




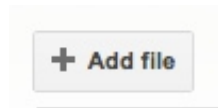
VCFA Portal: Add a document to your program portal

Click on the page your advisor has indicated where you will be uploading your files.

Toward the top of this page you will see a row of buttons

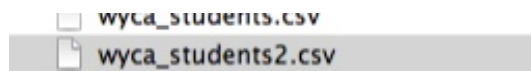


To add your files click on the '+ Add file' button

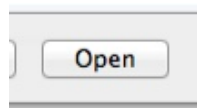


A new window will open where you can choose what you would like to upload. Navigate to the folder where the files are you want to upload.

With your mouse click the file you would like to upload (you can hold down your shift key and click multiple files)



Upload the file(s) by clicking on the 'Open' button



A screen new window will open up letting you know about the uploaded files progress. When the file is fully uploaded you should see it listed under the '+ Add file' button.

