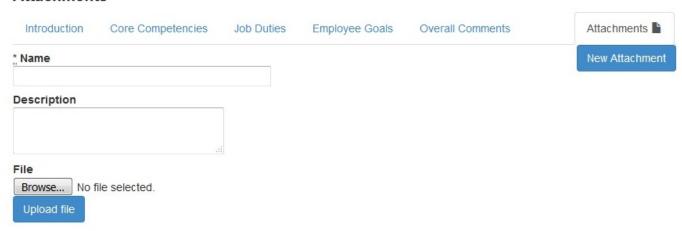
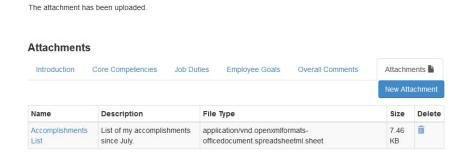
## **How to Add Attachments**

- You may attach these types of documents as supporting material for your evaluation:
  - o Microsoft Word or similar word-processing (.doc, .docx)
  - o Microsoft Excel (.xls, .xlsx)
  - o PDF (.pdf)
  - o Graphics/Images (.jpeg, .png, .tif)

## **Attachments**

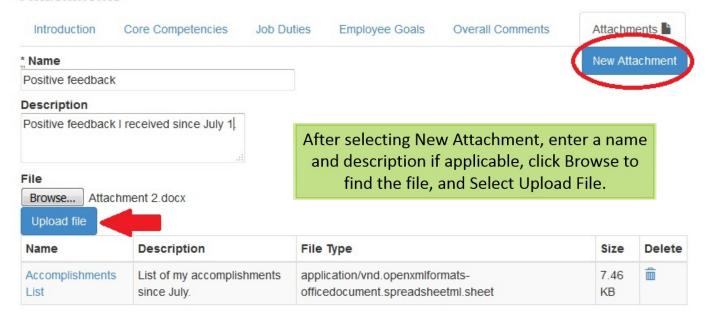


- Enter an appropriate and descriptive name for your attachment
- Enter a brief description if desired
- Click "Browse" to navigate to the intended file to attach
- Click "Upload file" (This may take a few minutes depending on the size of the document and your connection speed)
- Once your document is uploaded, it will be added to the attachments list as shown below:



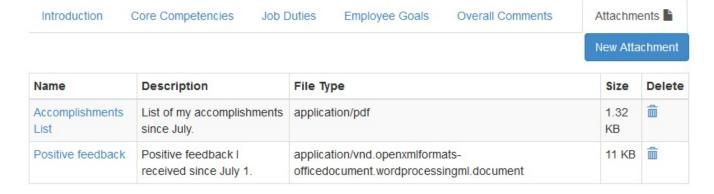
• To add another document, click New Attachment and complete the same process over again.

## **Attachments**



The attachment has been uploaded.

## **Attachments**



- When you are finished uploading attachments, select the Overall Comments tab.
- Select Complete and then OK in the confirmation screen to complete your Self-Evaluation.