

# Submitting Documents Digitally

## Downloading My Document

If applicable, download the form you need to complete.

## Completing My Document

### Digital



1. Fill out the document on your device by typing your responses.
2. Save a copy of the completed document to your device.

### Manual



1. Print a copy of the document.
2. Complete the document using a pen or pencil.

## Digitizing My Document

### Digital



You're all done – hold tight!

*(While you're waiting, we recommend you open the file you just saved to make sure your information is still there. Sometimes PDFs mysteriously lose their data!)*

### Manual



Use the camera on your mobile device to take a clear, legible photo of the document you need to submit.

**OR**

Use a scanner or photocopier machine that can email or digitize paper documents if one is available. Make sure to save the file to your device!

## Submitting My Document



1. In your **Onboarding Portal**, find the task where you will submit your document.
2. Click **Choose File** in the **File Upload Field**.
3. Search your device for your digitized document and click **Open**.
4. Click **SUBMIT!**