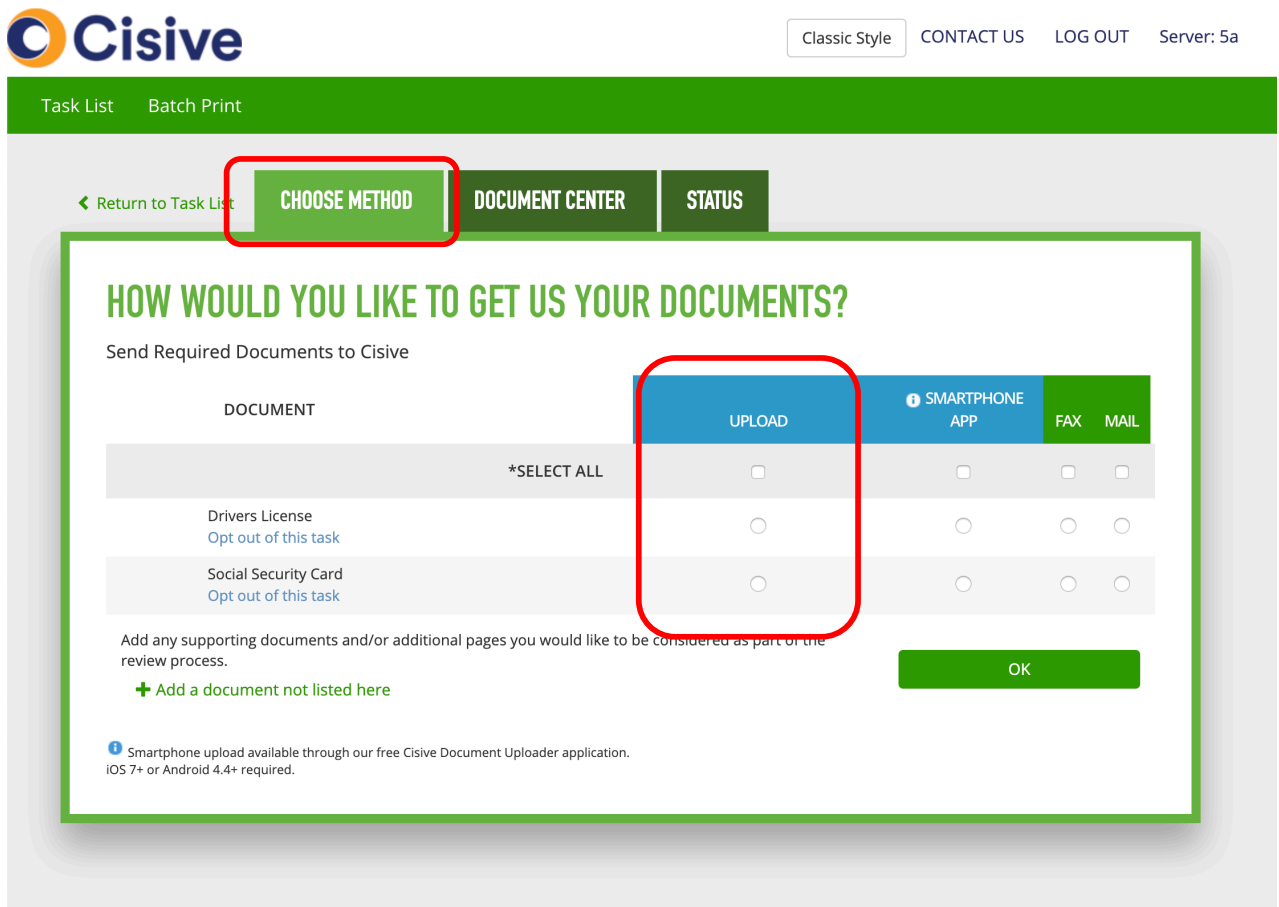# Computer Upload

How it works: The Document Upload Portal

- Once you click on the task to supply documents, you will be directed to the **Document Upload Portal**.


- In the **Choose Method** tab, you can select how each document will be supplied. For each document you would like to upload from a computer; select the option under the "Upload" column.
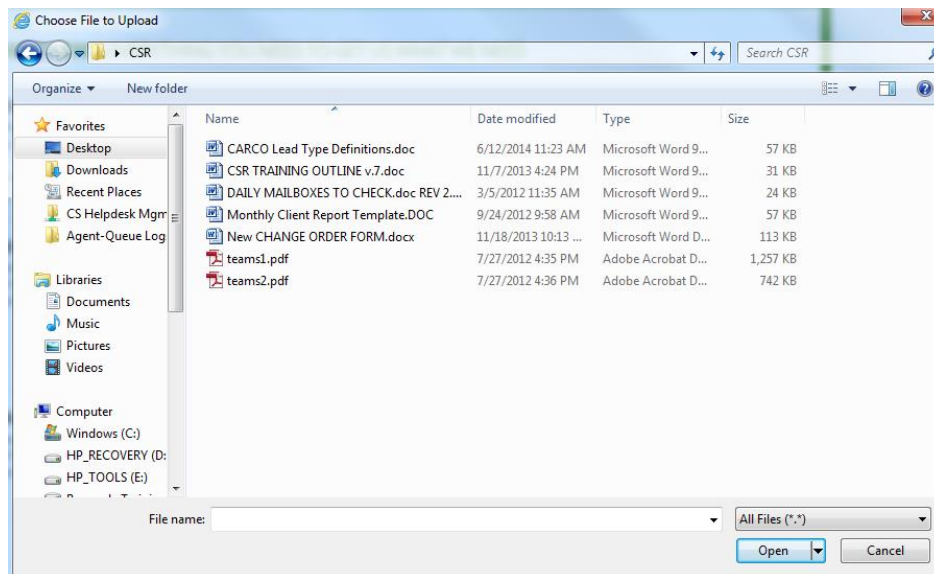
Cisive

Computer Upload

How it works : Uploading the Documents

- Once your method is selected, the **Document Center** tab of the portal will provide instructions to begin uploading the documents.
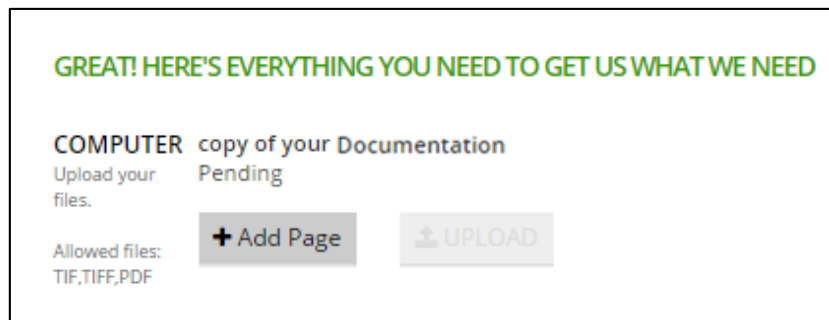
- To begin you will select the **Add Page** button (pictured above) and select the desired file from your computer:
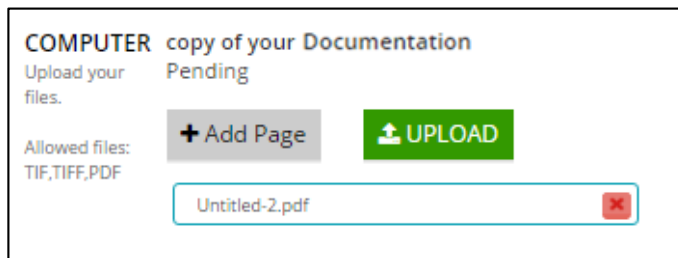

- Once your document is located, select the open button to proceed.

Cisive
Computer Upload

How it works : Uploading the Documents (cont.)

- The selected document will be added to the **Document Center** tab. If your document requires multiple files, select the **Add Page** button. However, if you are complete you can finalize the upload by selecting the **Upload** button.

- Once uploaded, the file will be available for review in the **Status Tab.**

- You will have 10 minutes before Cisive begins working on the document. This gives you time to correct any mistakes.
- Once the 10 minutes are complete, the document upload is considered complete.