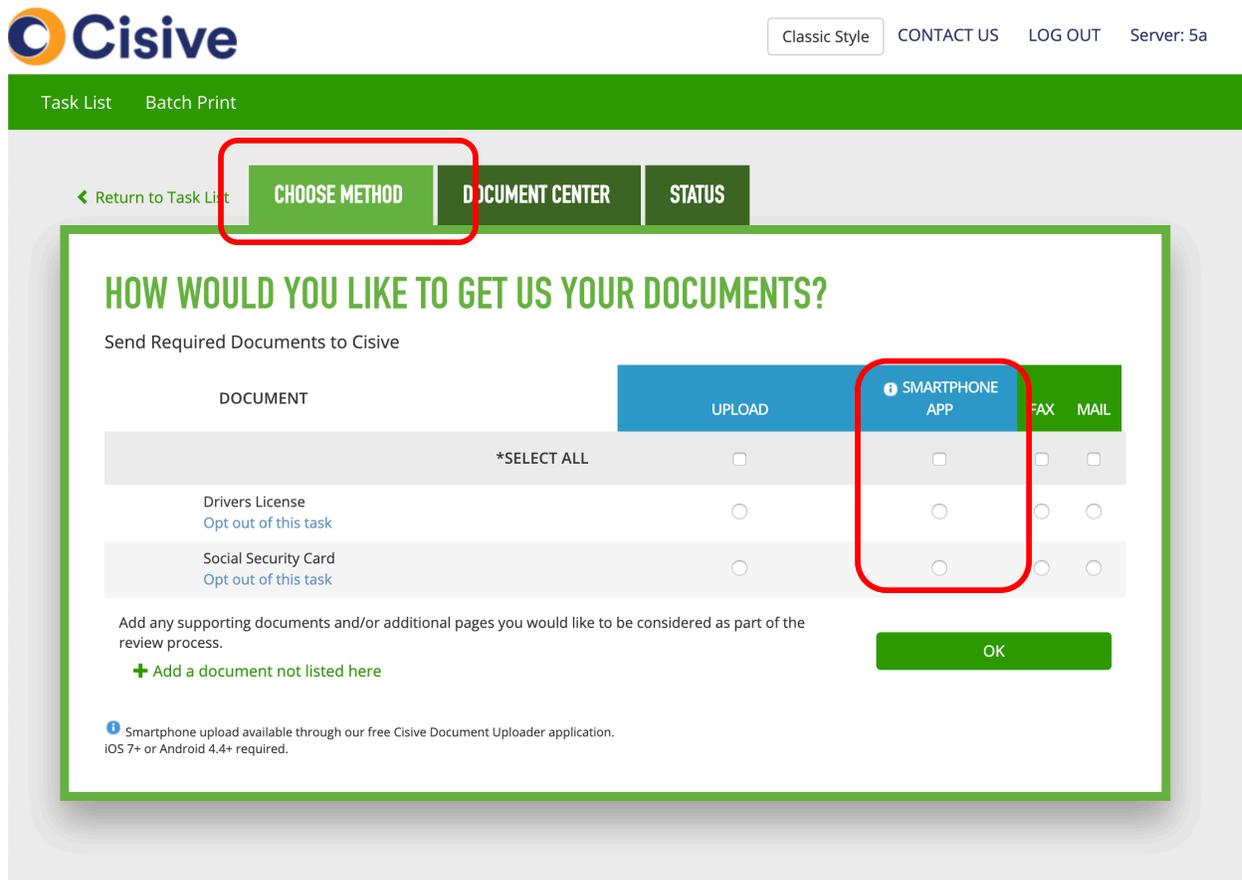


Doc Upload App

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**.



The screenshot shows the Document Upload Portal interface. At the top, there is a navigation bar with the Cisive logo, a 'Classic Style' button, and links for 'CONTACT US', 'LOG OUT', and 'Server: 5a'. Below this is a green header with 'Task List' and 'Batch Print' options. The main content area has a breadcrumb trail: '< Return to Task List' followed by three tabs: 'CHOOSE METHOD', 'DOCUMENT CENTER', and 'STATUS'. The 'CHOOSE METHOD' tab is highlighted with a red box. Below the tabs is a large white box with a green border containing the following content:

HOW WOULD YOU LIKE TO GET US YOUR DOCUMENTS?

Send Required Documents to Cisive

DOCUMENT	UPLOAD	SMARTPHONE APP	FAX	MAIL
*SELECT ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drivers License Opt out of this task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social Security Card Opt out of this task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Add any supporting documents and/or additional pages you would like to be considered as part of the review process.
[+ Add a document not listed here](#)

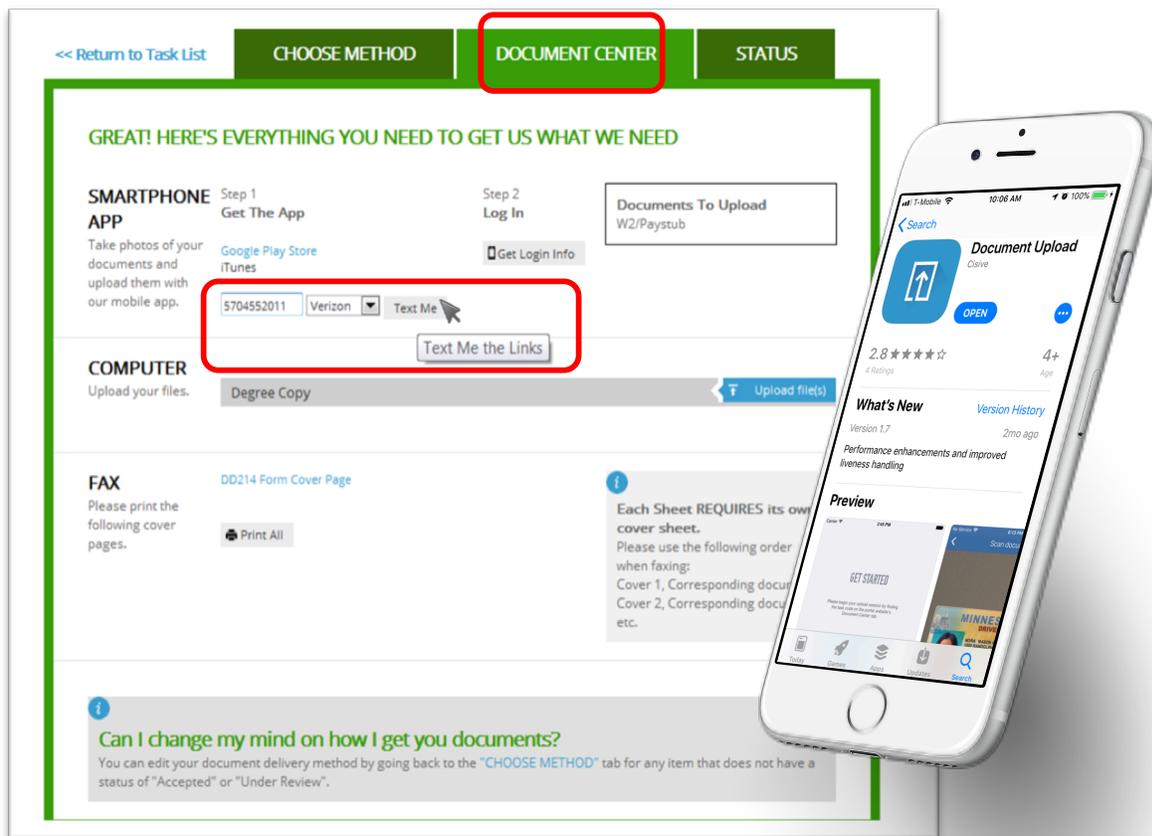
Smartphone upload available through our free Cisive Document Uploader application. iOS 7+ or Android 4.4+ required.

- In the **Choose Method** tab, you can select how each document will be uploaded. You can upload via smartphone, computer, fax, and mail.

Doc Upload App

How it works : Downloading the App

- The **Document Center** tab of the portal will provide step by step instructions to begin uploading your documents.

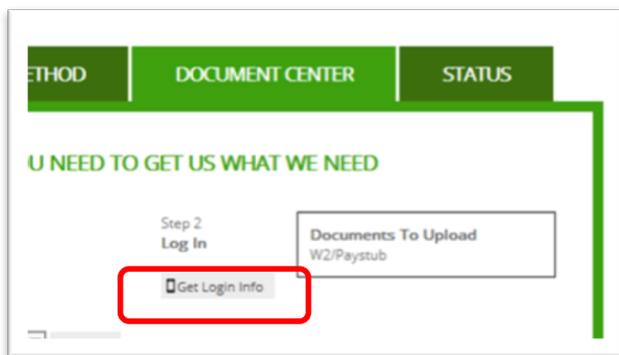


- If uploading via Mobile, you can enter your phone number and be sent a text with a link to download the mobile app.
 - *Alternatively, you can go to the iTunes or the Google Play Store via your mobile device and search for “Cisive” then download the Doc Upload app.

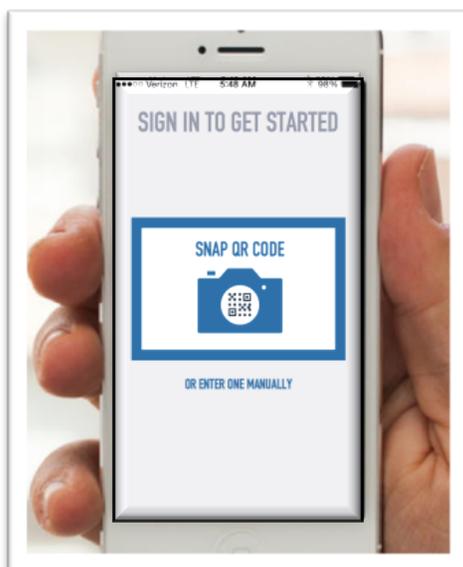
Doc Upload App

How it works: Logging In

- Once you have downloaded the mobile app; return to the website and select **Get Login Info** on the document center tab.
- A QR Code appears on the screen.



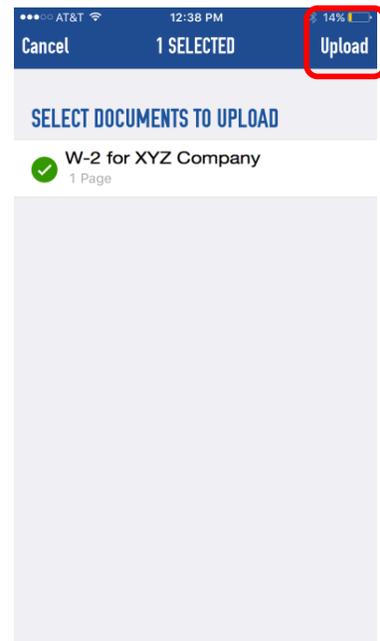
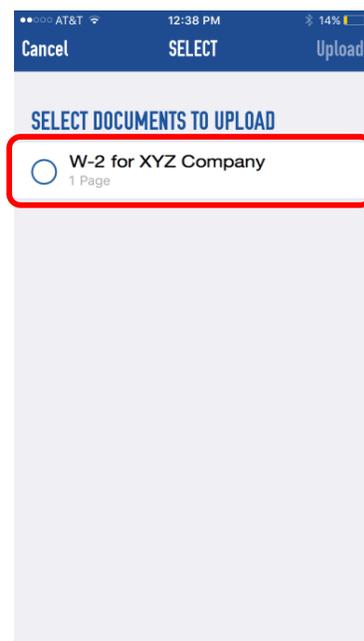
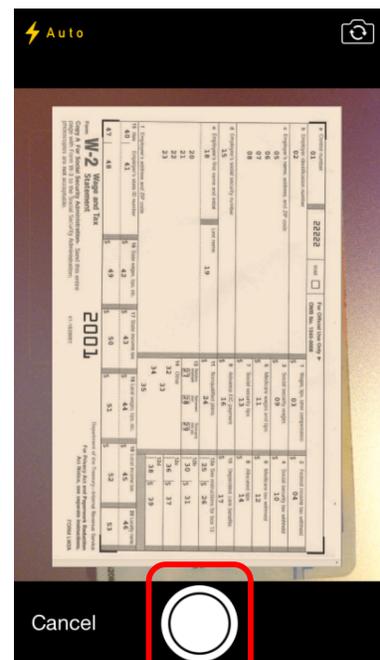
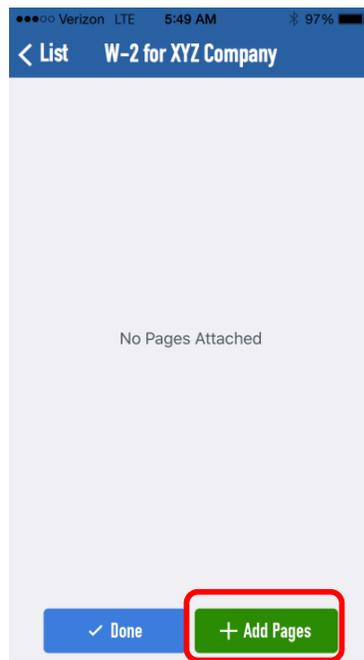
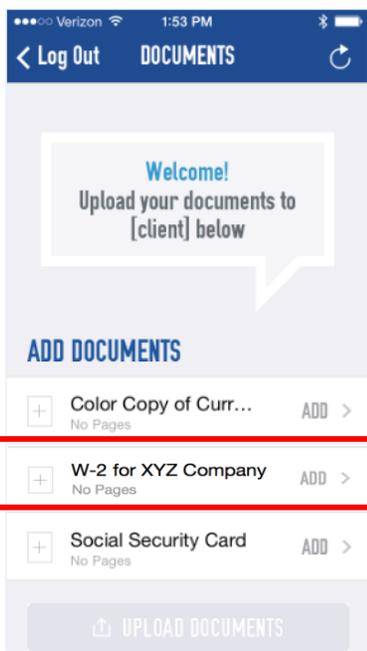
- Next, capture the QR code displayed on the website by holding the **Doc Upload App** to the screen.



Doc Upload App

How it works: The Doc Upload App

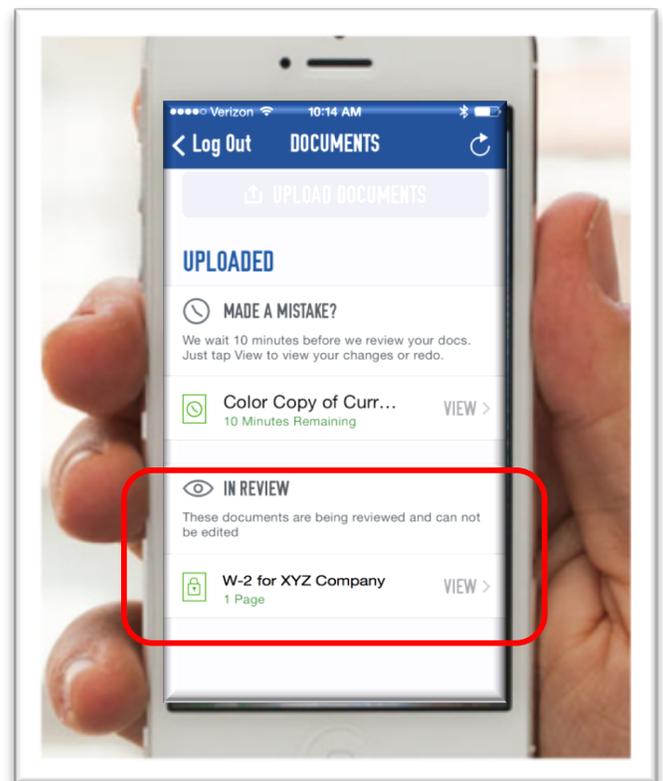
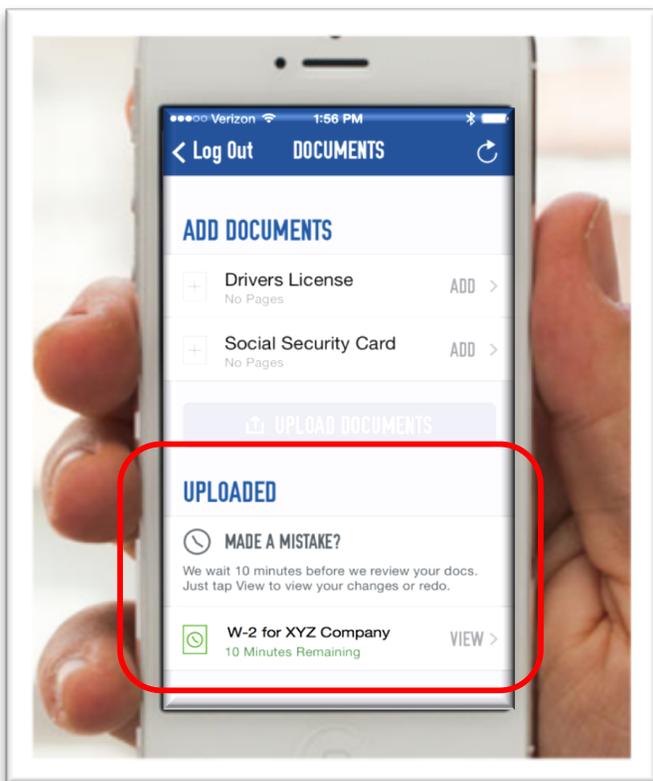
- Once you log into the Doc Upload App, you will be prompted to upload each document.



Doc Upload App

How it works: The Doc Upload App (Cont'd)

- You are given 10 minutes before Cisive begins working on the document. This gives you time to correct any mistakes. *(pictured on the left)*

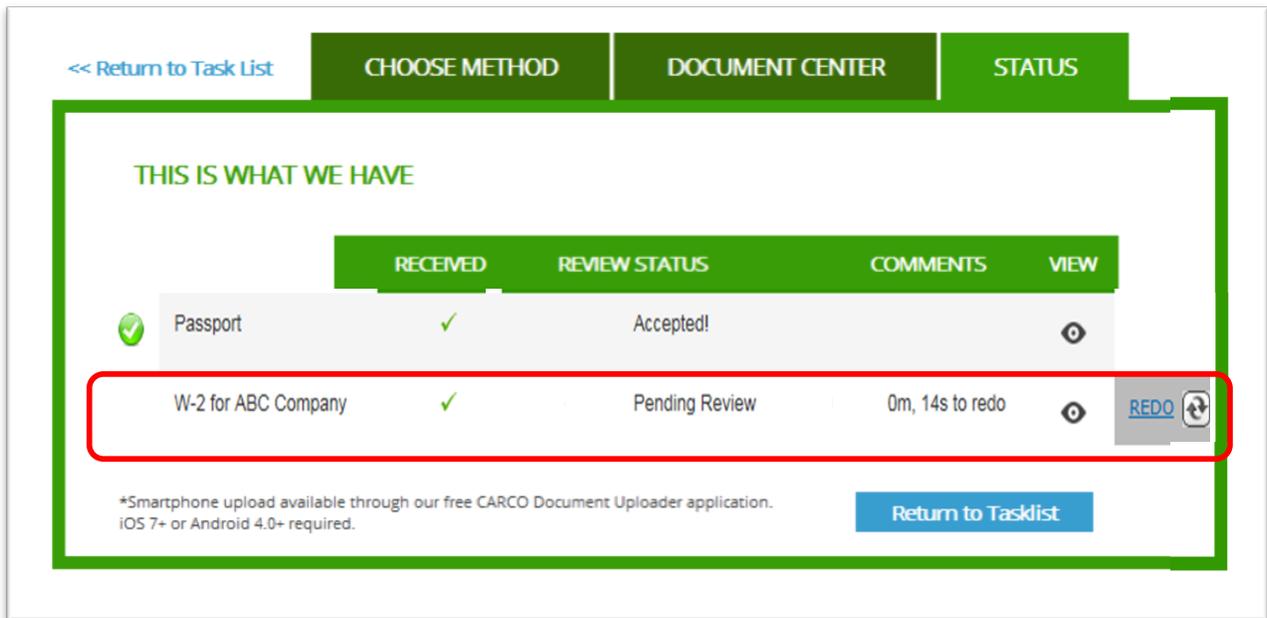


- Once the 10 minutes are complete, the document upload is considered complete. *(pictured on the right)*

Doc Upload App

How it works: Checking Document Status on the Portal

- You can check the status of the uploaded documents via the portal. If the document is still within the ten minute window, the Status tab will allow “REDO”.



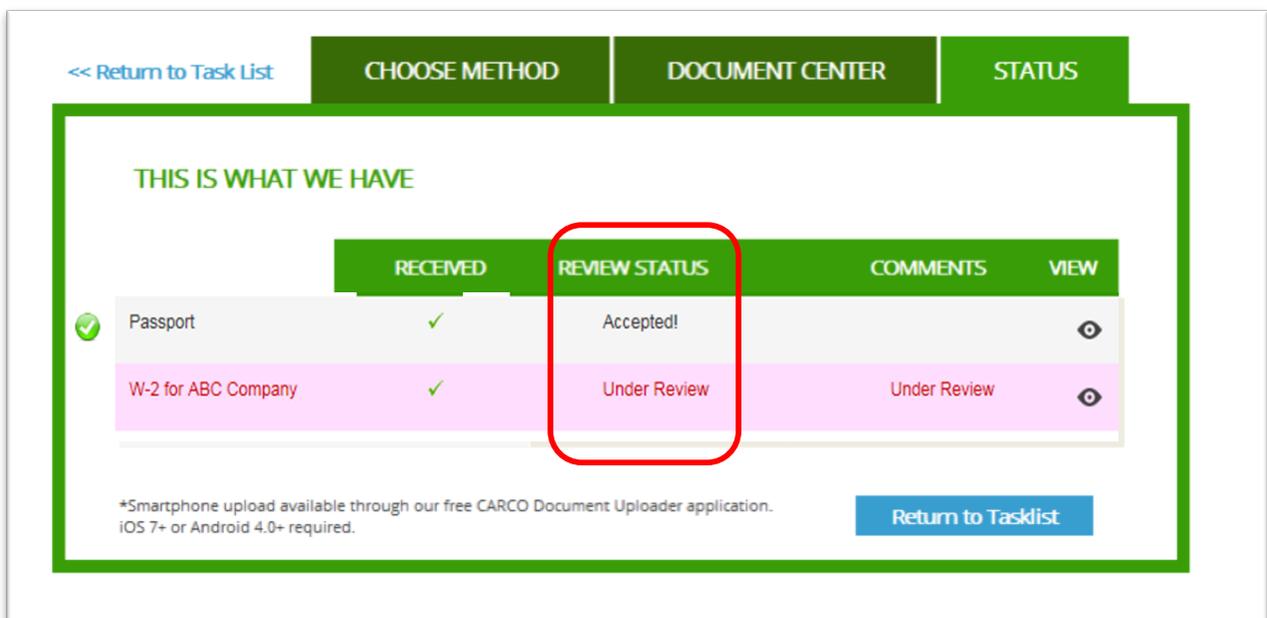
The screenshot shows the 'STATUS' tab of the portal. A table lists documents with columns for RECEIVED, REVIEW STATUS, COMMENTS, and VIEW. The document 'W-2 for ABC Company' is highlighted with a red box, and a 'REDO' button is visible next to it.

	RECEIVED	REVIEW STATUS	COMMENTS	VIEW
Passport	✓	Accepted!		👁
W-2 for ABC Company	✓	Pending Review	0m, 14s to redo	👁 REDO

*Smartphone upload available through our free CARCO Document Uploader application. iOS 7+ or Android 4.0+ required.

[Return to Tasklist](#)

- The Status tab also shows if the document has been accepted or is still under review by Cisive.



The screenshot shows the 'STATUS' tab of the portal. A table lists documents with columns for RECEIVED, REVIEW STATUS, COMMENTS, and VIEW. The document 'W-2 for ABC Company' is highlighted with a red box, and its status is 'Under Review'.

	RECEIVED	REVIEW STATUS	COMMENTS	VIEW
Passport	✓	Accepted!		👁
W-2 for ABC Company	✓	Under Review	Under Review	👁

*Smartphone upload available through our free CARCO Document Uploader application. iOS 7+ or Android 4.0+ required.

[Return to Tasklist](#)



Doc Upload App

How it works: Finished

- Once the you have finished uploading documents you can return to the Applicant Portal and complete any remaining tasks (if required).