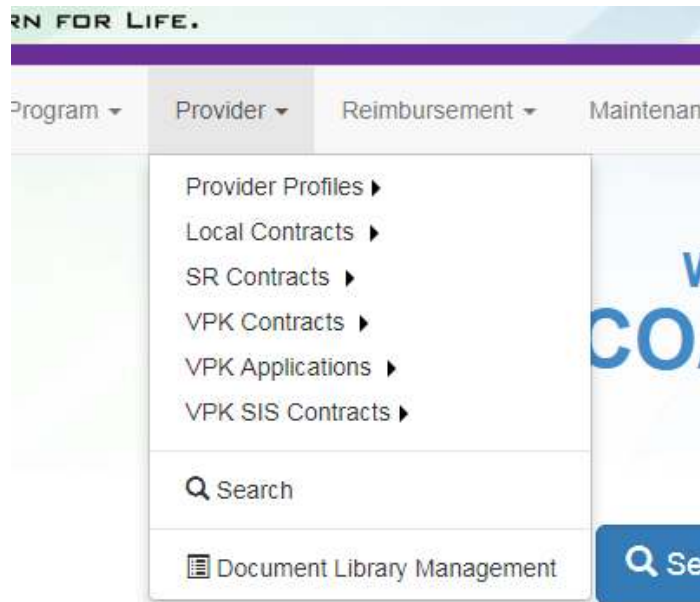


How to upload document in EFS Modernization Document Library for Providers

- Under the Provider header, select Document Library Management



- Select the Provider as shown below



- Then select the “Enrollment SR Confirmation Forms” folder



- Then click on the “View Files” button



- Then click on the “Upload New File” button
- Select the Browse button and locate the form on your desktop
 - Select the “Attach Selected Document” button as shown below

Add New File x

Select a document to upload.

- Select the folder from the drop down list to which you would like to upload a file to.
- Click the *Browse...* button to browse your documents and select the one that you want to upload to the folder.
- You may give a description to the file you are uploading.

Upload file to site:

A CHILDS CHOICE

Select Destination Folder *

Select File *

Attach your document.

Click the *Attach Selected Document* button below to upload the selected document to your selected folder. This will upload a copy of your document and store it in the chosen folder. The upload process may take from several seconds to a *minute*, depending on the size of the document and the speed of you internet connection.

