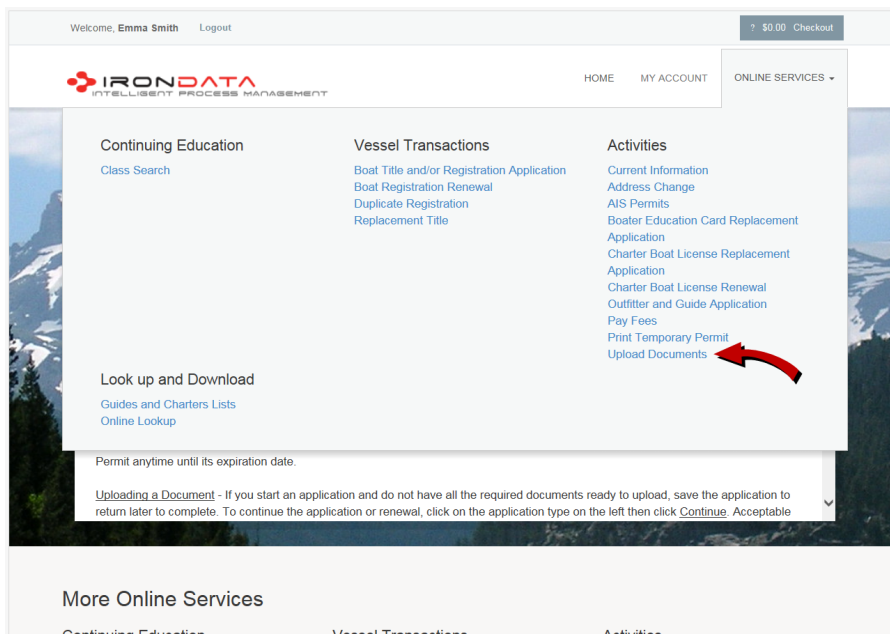


UPLOADING A DOCUMENT ONLINE

This section is included as an overview of the online process for a user. The actual online experience is dependent upon configurations and as such may vary from the steps included within this section.

Uploading a Document

1. Log on to the Iron Data Online website.
2. Select **ONLINE SERVICES**, and then select the **Upload Documents** link.



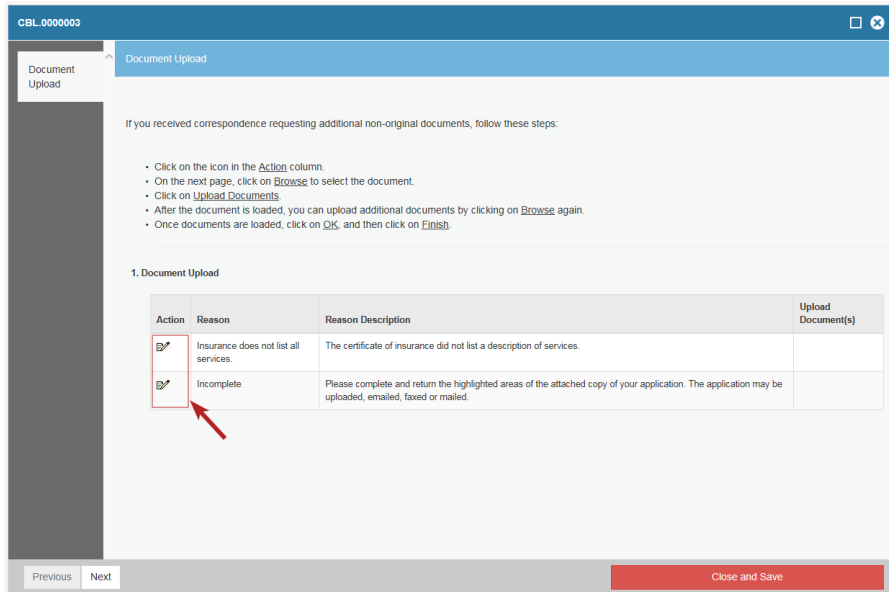
Note: You can also scroll down to the **Activities** section, and then click the **Upload Documents** link.

3. Select **Start**.



The **Document Upload** dialog box opens.

4. Select the edit icon in the **Action** column.



The **Edit Document Upload** page displays.

5. Select **Browse** to select the document, and then select **Upload Document**.

Edit Document Upload [X]

Document Upload

Reason

Insurance does not list all services.

Reason Description

The certificate of insurance did not list a description of services.

Upload Document(s)

No document(s) uploaded for this question.

Select a document to upload:

File types accepted: [ach](#), [bmp](#), [doc](#), [docx](#), [fl](#), [jpeg](#), [jpg](#), [ppt](#), [rtf](#), [tif](#), [txt](#), [vsd](#), [wpd](#), [xls](#), [xlsx](#)

Upload Document

OK Cancel

The uploaded document displays.

6. Select **OK**.

Edit Document Upload

Document Upload

Reason

Insurance does not list all services.

Reason Description

The certificate of insurance did not list a description of services.

Upload Document(s)

Computer.jpg

Select a document to upload:

File types accepted: ach, bmp, doc, docx, flt, jpeg, jpg, ppt, pptx, rtf, ttf, txt, vsd, wpd, xls, xlsx

Upload Document

OK Cancel

The uploaded document is listed on the **Document Upload** page.

CBL_0000003

Document Upload

If you received correspondence requesting additional non-original documents, follow these steps:

- Click on the icon in the [Action](#) column.
- On the next page, click on [Browse](#) to select the document.
- Click on [Upload Documents](#).
- After the document is loaded, you can upload additional documents by clicking on [Browse](#) again.
- Once documents are loaded, click on [OK](#), and then click on [Finish](#).

1. Document Upload

Action	Reason	Reason Description	Upload Document (s)
	Insurance does not list all services.	The certificate of insurance did not list a description of services.	Computer.jpg
	Incomplete	Please complete and return the highlighted areas of the attached copy of your application. The application may be uploaded, emailed, faxed or mailed.	

Previous Next Close and Save

7. Proceed through the remainder of the wizard until complete.

The document is saved.

A view of all completed document upload processes is available from the Intranet at Online > Online > Document Upload History.

Date	Name	Credential	Cred Status	Status	Fee
view 12/05/2014	Erma Smith	CSL 0000003		Posted	0.00
view 12/05/2014	Erma Smith	CSL 0000003	PENDING	Posted	0.00
view 12/10/2014	Erma Smith	CSL 0000003	PENDING	Posted	0.00
			Public	0	\$0.00
			Cancelled	0	\$0.00

The uploaded document can be viewed by the Intranet user by accessing the Contact or Credential view screen, and then selecting the **Documents** link.