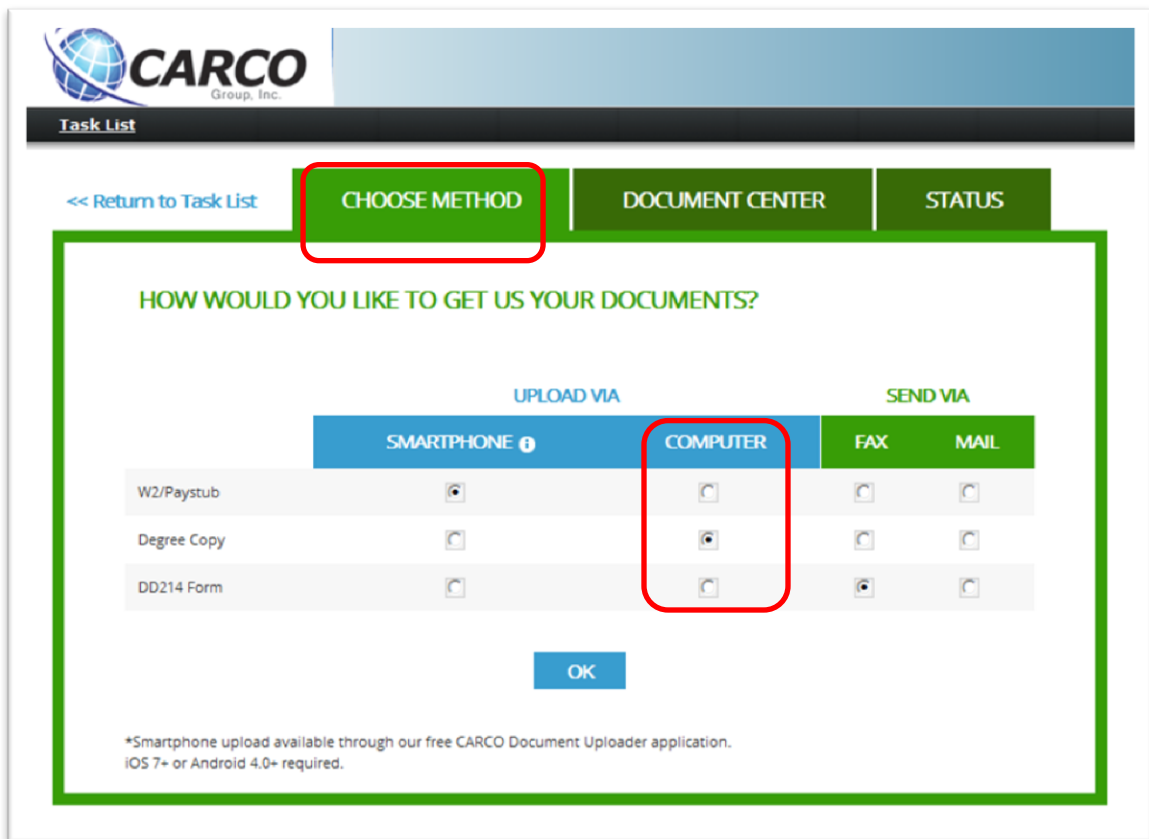


# Computer Upload

## 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**.



Task List

<< Return to Task List

CHOOSE METHOD DOCUMENT CENTER STATUS

HOW WOULD YOU LIKE TO GET US YOUR DOCUMENTS?

	UPLOAD VIA		SEND VIA	
	SMARTPHONE ⓘ	COMPUTER	FAX	MAIL
W2/Paystub	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree Copy	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
DD214 Form	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

OK

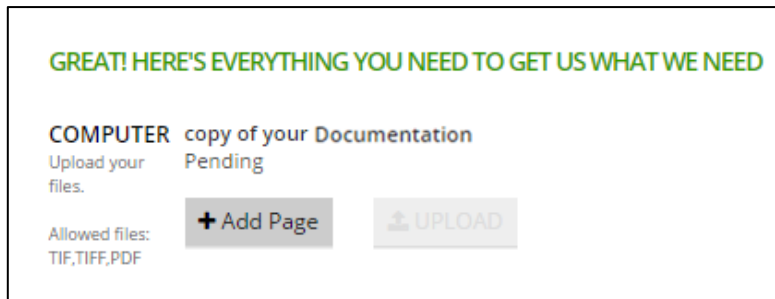
\*Smartphone upload available through our free CARCO Document Uploader application.  
iOS 7+ or Android 4.0+ required.

- 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 computer column.

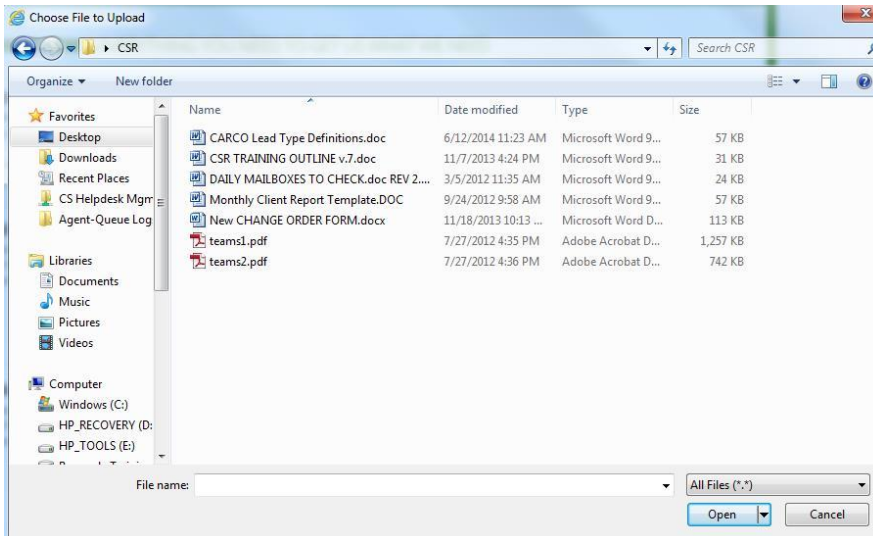
# Computer Upload

## 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:

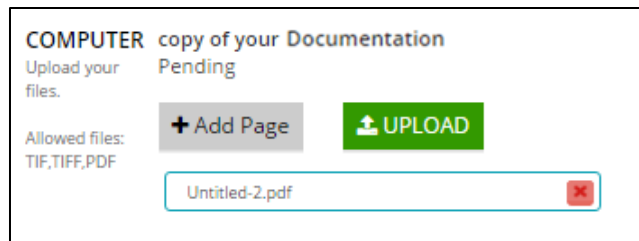


- Once your document is located, select the open button to proceed.

# 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 CARCO 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.