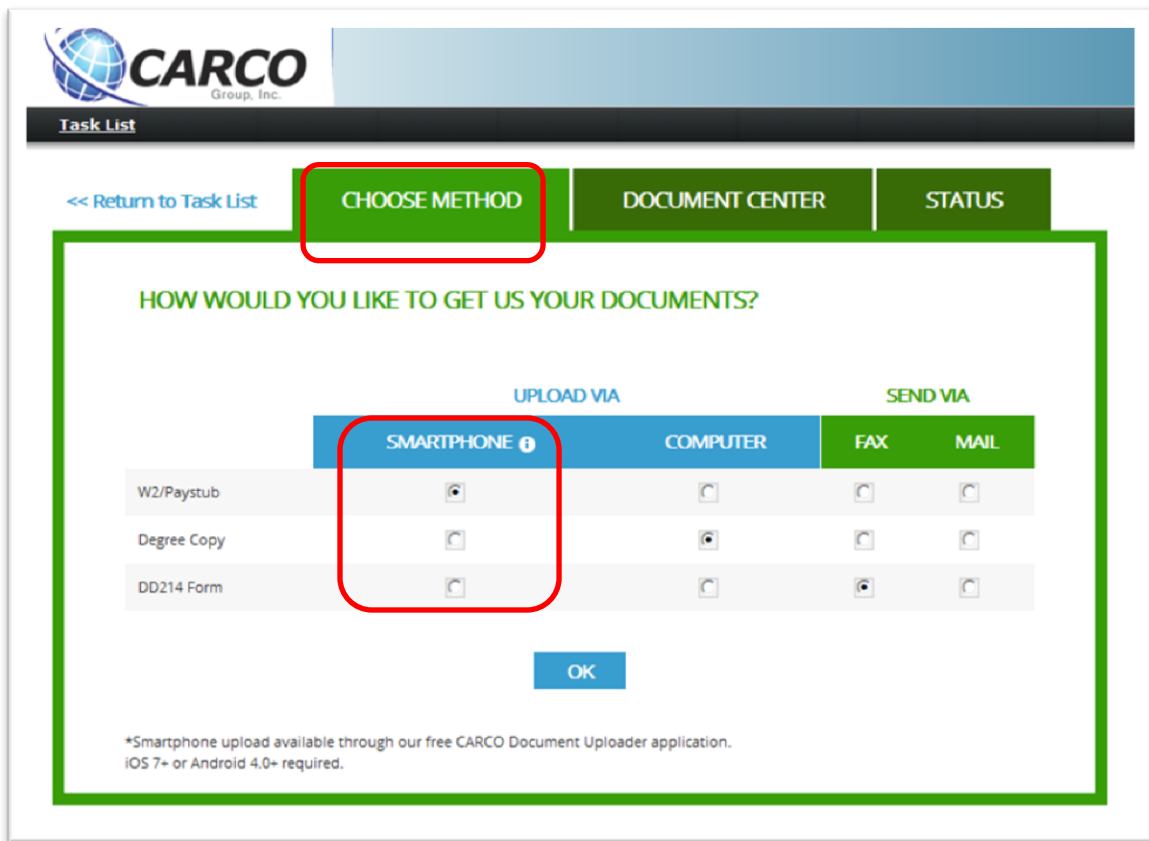


# Doc Upload App

## 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**.



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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree Copy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DD214 Form	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK

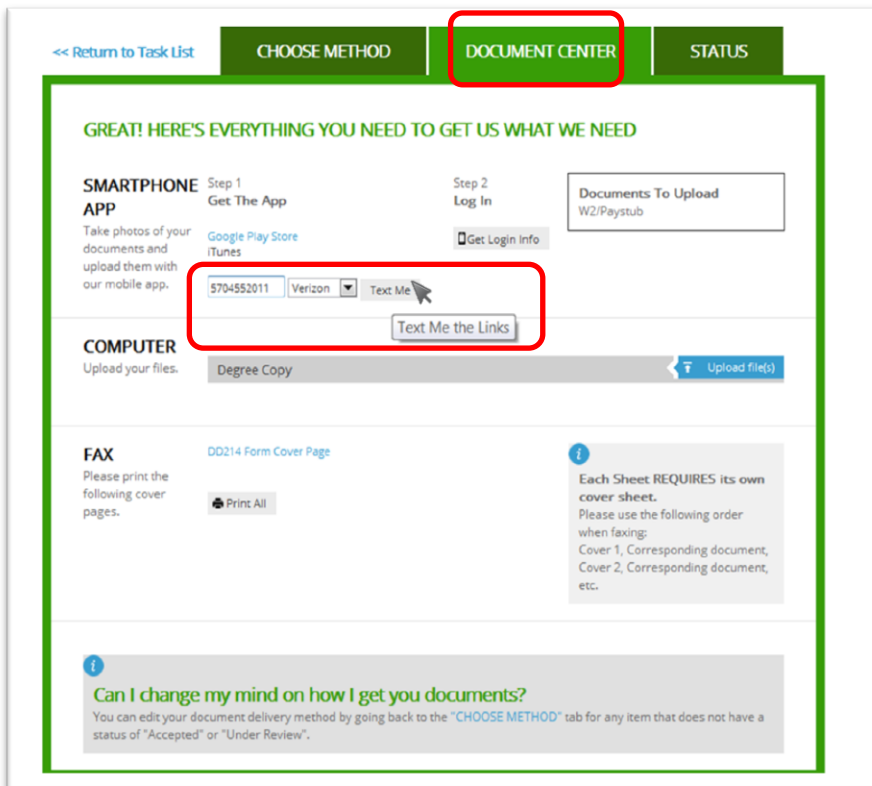
\*Smartphone upload available through our free CARCO Document Uploader application.  
iOS 7+ or Android 4.0+ required.

- In the **Choose Method** tab, you can select how each document will be 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.



<< Return to Task List

CHOOSE METHOD | **DOCUMENT CENTER** | STATUS

**GREAT! HERE'S EVERYTHING YOU NEED TO GET US WHAT WE NEED**

**SMARTPHONE APP**

Step 1 Get The App  
Take photos of your documents and upload them with our mobile app.

Google Play Store  
iTunes

Step 2 Log In  
Get Login Info

Documents To Upload  
W2/Paystub

5704552011 Verizon Text Me

Text Me the Links

**COMPUTER**

Upload your files.

Degree Copy

Upload file(s)

**FAX**

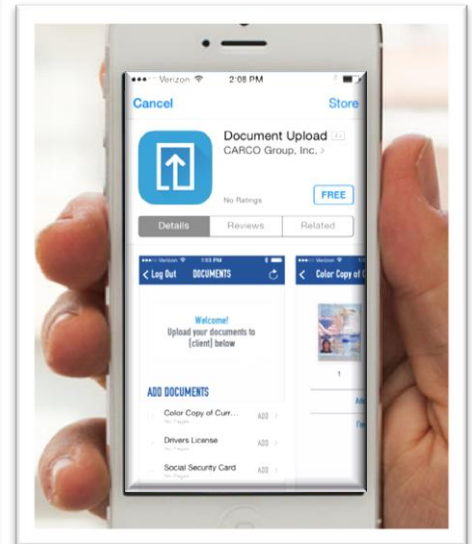
DD214 Form Cover Page

Please print the following cover pages.

Print All

Each Sheet **REQUIRES** its own cover sheet.  
Please use the following order when faxing:  
Cover 1, Corresponding document,  
Cover 2, Corresponding document,  
etc.

**Can I change my mind on how I get you documents?**  
You can edit your document delivery method by going back to the "CHOOSE METHOD" tab for any item that does not have a status of "Accepted" or "Under Review".

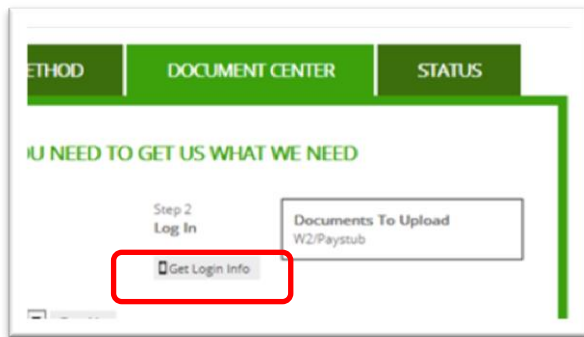


- If uploading via Mobile, you can enter your phone number and be sent a text with a link to download the mobile app.  
\*Alternatively, you can go to the iTunes or the Google Play Store via your mobile device and search for "CARCO" then download the Doc Upload app.

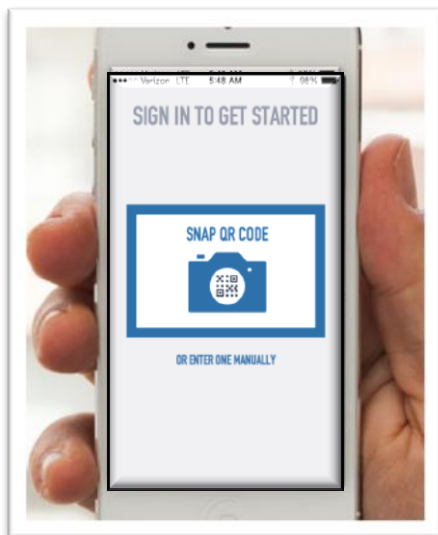
# Doc Upload App

## 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.



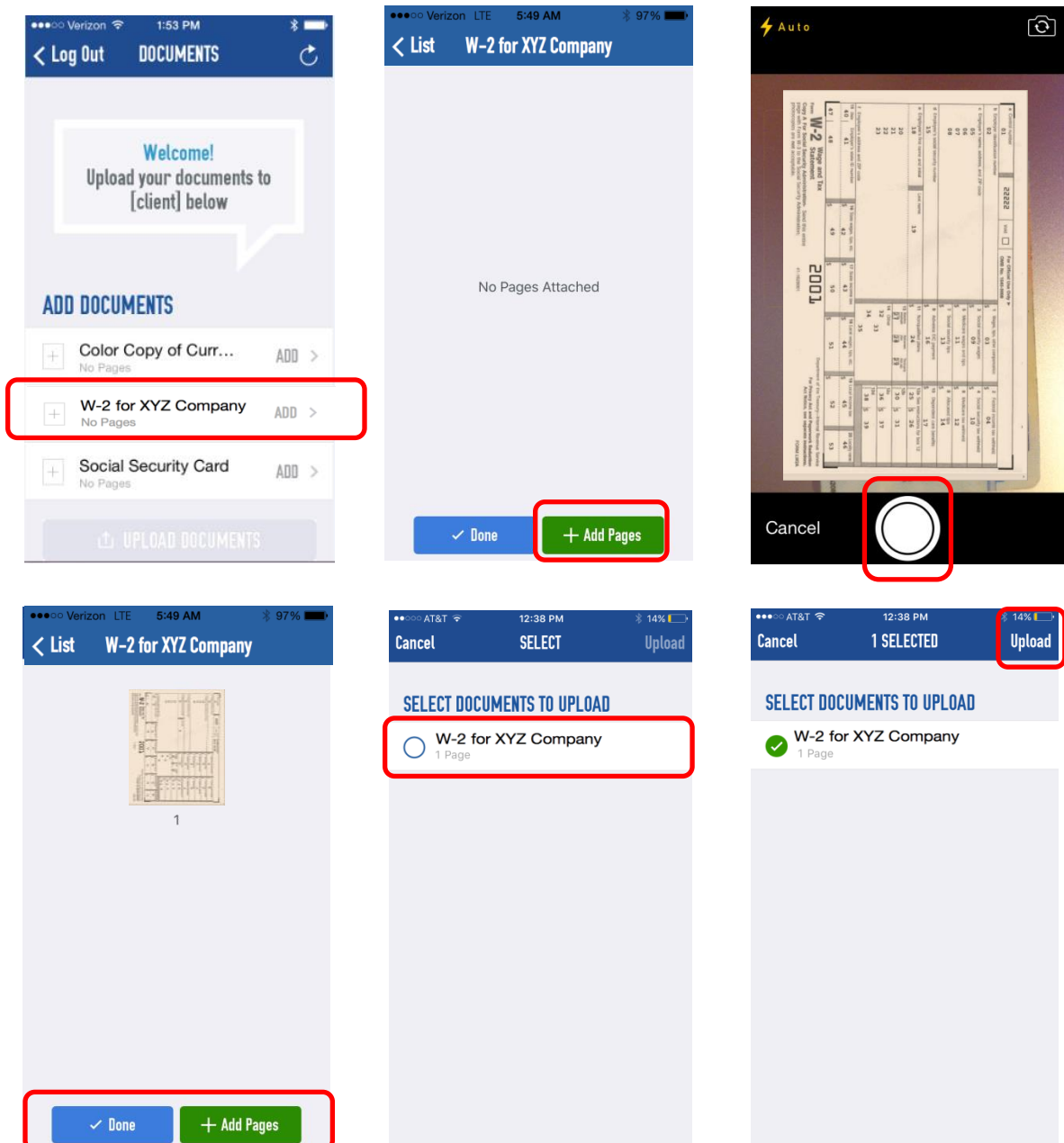
- Next, capture the QR code displayed on the website by holding the **Doc Upload App** to the screen.



# Doc Upload App

## How it works: The Doc Upload App

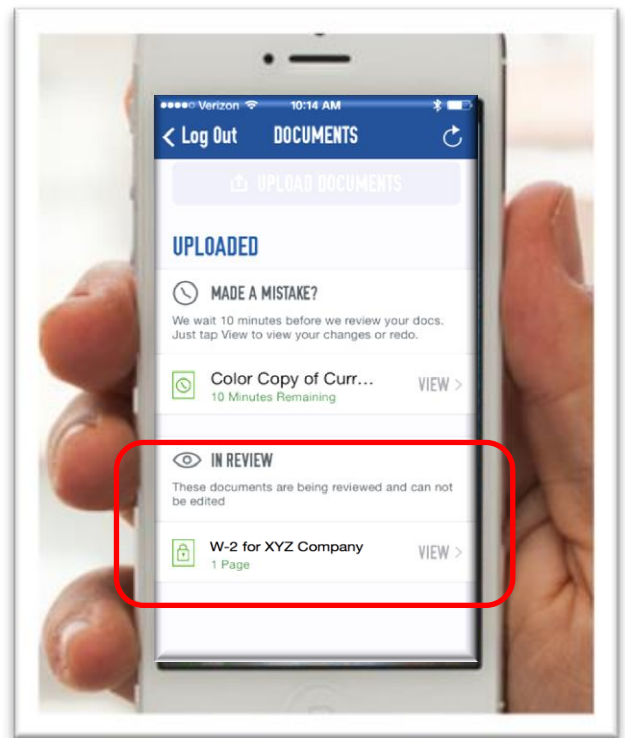
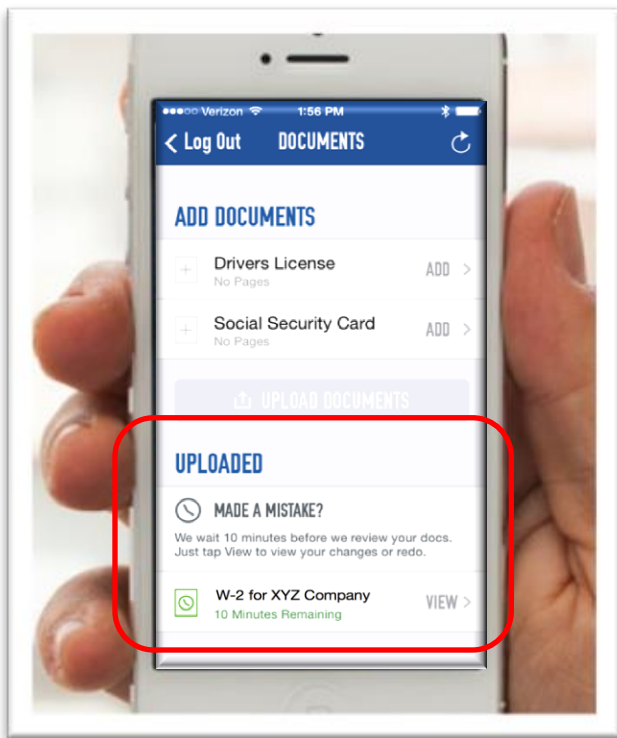
- Once you log into the Doc Upload App, you will be prompted to upload each document.



# Doc Upload App

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

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

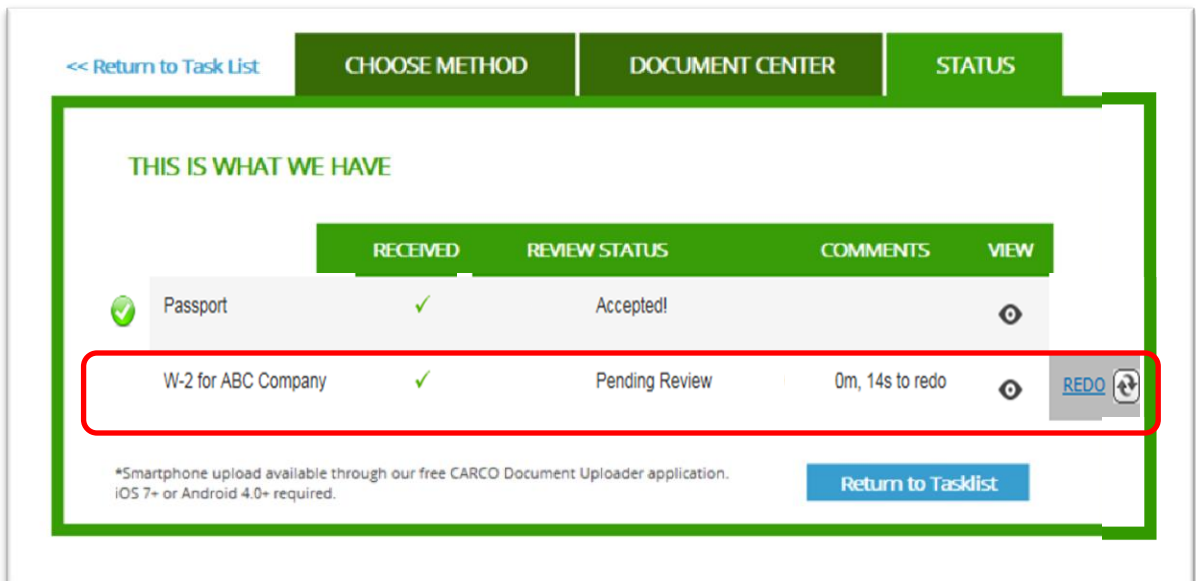


- Once the 10 minutes are complete, the document upload is considered complete. (*pictured on the right*)

# 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”.



<< Return to Task List

CHOOSE METHOD | DOCUMENT CENTER | STATUS

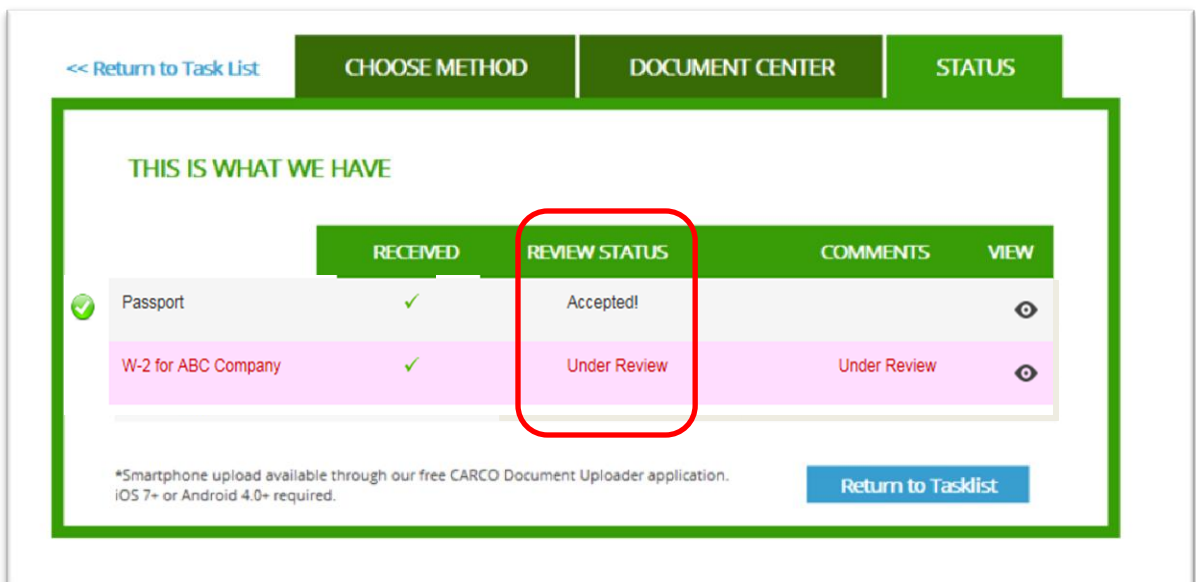
THIS IS WHAT WE HAVE

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

\*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 CARCO.



<< Return to Task List

CHOOSE METHOD | DOCUMENT CENTER | STATUS

THIS IS WHAT WE HAVE

	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

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## 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).