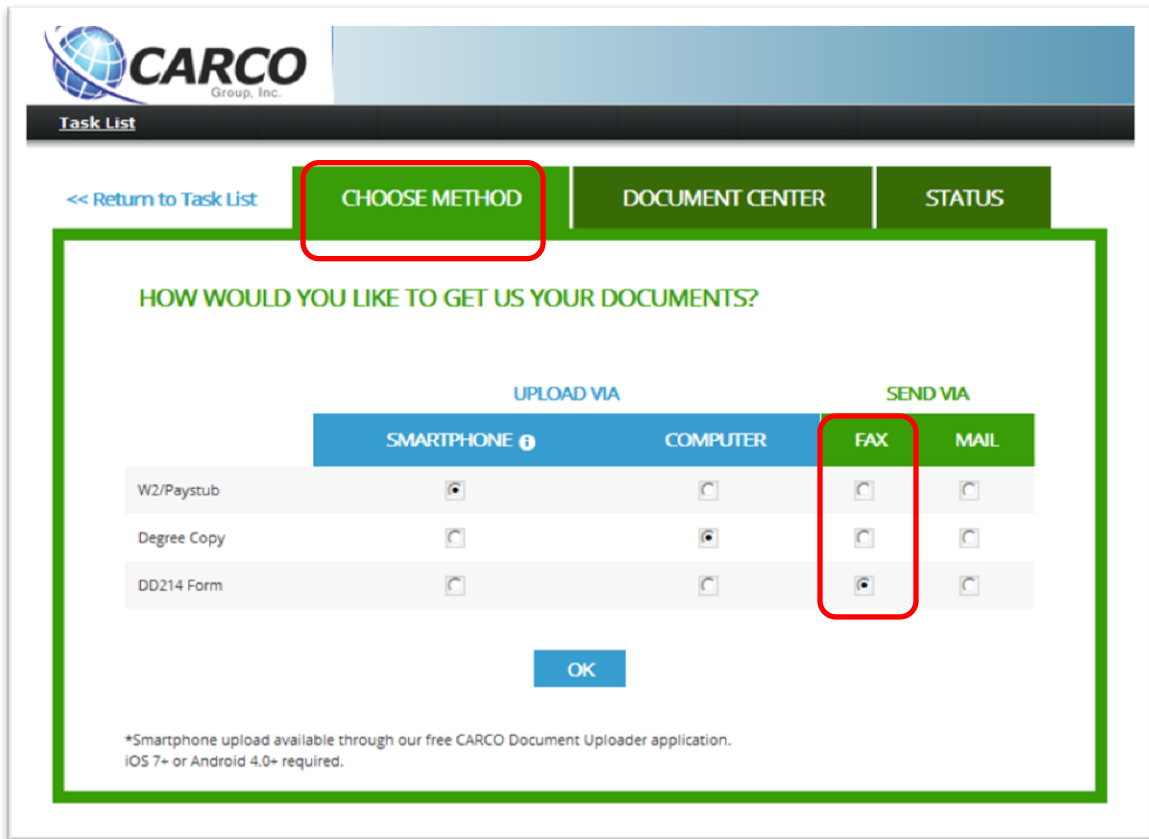


Fax Process

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 CARCO Document Upload Portal interface. At the top, there is a header with the CARCO logo and a 'Task List' label. Below the header, there are three tabs: 'CHOOSE METHOD' (highlighted with a red box), 'DOCUMENT CENTER', and 'STATUS'. The 'CHOOSE METHOD' tab contains the question 'HOW WOULD YOU LIKE TO GET US YOUR DOCUMENTS?'. Below this question is a table with two main columns: 'UPLOAD VIA' and 'SEND VIA'. The 'UPLOAD VIA' column has sub-columns for 'SMARTPHONE' and 'COMPUTER'. The 'SEND VIA' column has sub-columns for 'FAX' and 'MAIL'. The 'FAX' sub-column is highlighted with a red box. The table lists three document types: 'W2/Paystub', 'Degree Copy', and 'DD214 Form'. Each document type has radio buttons for selection under each sub-column. The 'FAX' radio button for 'DD214 Form' is selected. Below the table is an 'OK' button. At the bottom, there is a note: '*Smartphone upload available through our free CARCO Document Uploader application. iOS 7+ or Android 4.0+ required.'

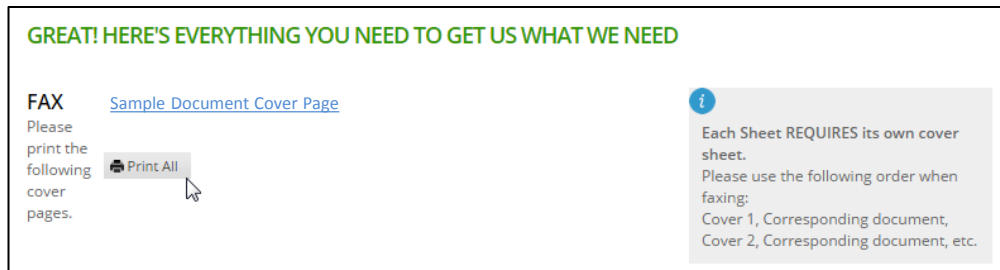
	UPLOAD VIA		SEND VIA	
	SMARTPHONE ⓘ	COMPUTER	FAX	MAIL
W2/Paystub	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree Copy	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
DD214 Form	<input type="radio"/>	<input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

- In the **Choose Method** tab, you can select how each document will be supplied. For each document you would like to fax, select the button under the fax column.

Fax Process

How it works: The Document Upload Portal

- Once the method is selected, the **Document Center** tab of the portal gives instructions to print fax cover sheets. Each document which was selected under the fax option will be listed in the document center tab.
- You may select the cover pages individually or print them at once with the **Print All** button.



- Each document will generate a unique cover sheet. Cover sheets will be presented as PDF documents for you to print.
- Prior to faxing, pair your documents with their corresponding cover sheet (inserting the cover sheets as the first page).
- Next, fax your documents to the number listed on the supplied cover sheet.
- Once faxed, the document will be processed by CARCO and the status listed in the **Status** tab will be update to complete (allow 10 – 20 minutes)