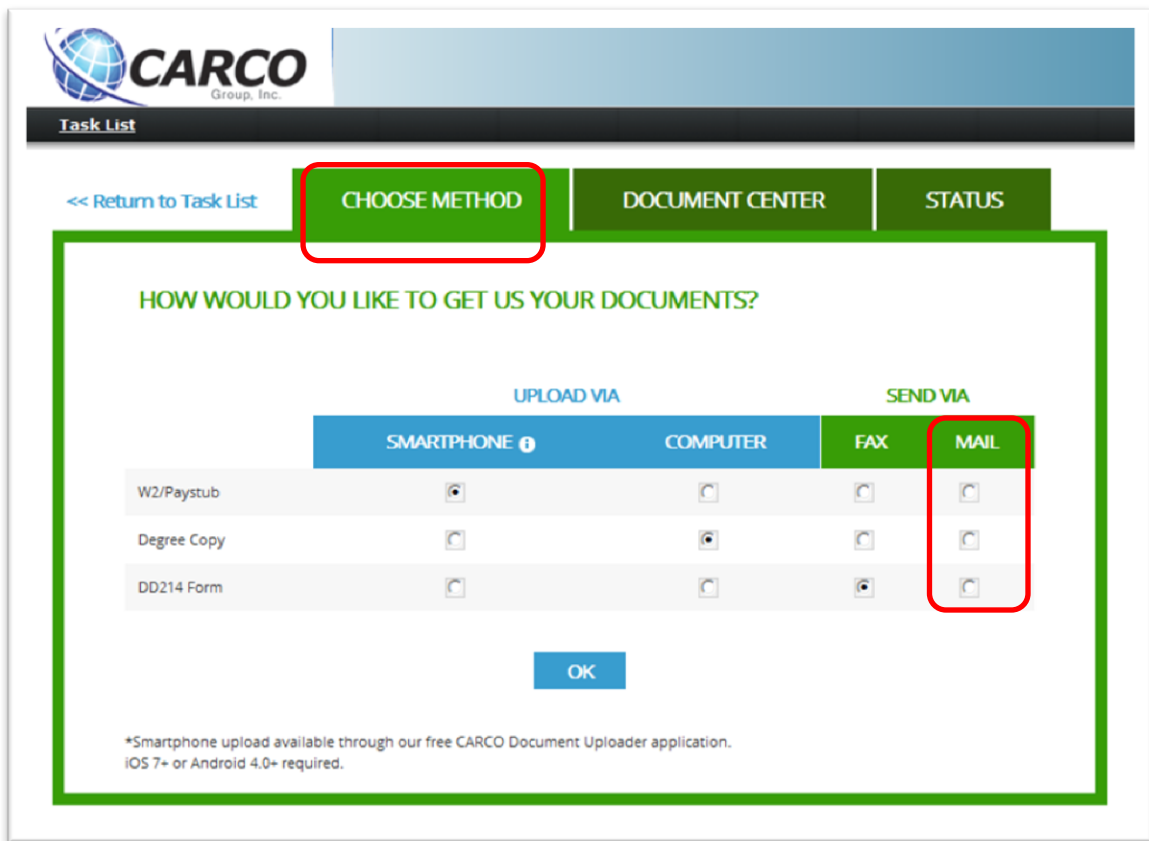


# Mail Process

## 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 navigation bar with the CARCO logo and a 'Task List' label. Below this, there are three tabs: 'CHOOSE METHOD' (highlighted with a red box), 'DOCUMENT CENTER', and 'STATUS'. The main content area is titled 'HOW WOULD YOU LIKE TO GET US YOUR DOCUMENTS?'. It features a table with columns for 'UPLOAD VIA' (SMARTPHONE, COMPUTER) and 'SEND VIA' (FAX, MAIL). The 'MAIL' column is highlighted with a red box. Below the table is an 'OK' button and a footnote: '\*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 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"/>

- In the **Choose Method** tab, you can select how each document will be uploaded. For each document you would like to mail, select the option under the Mail column.


# Mail Process

## How it works: The Document Upload Portal

- Once the mail option is selected, the **Document Center** tab of the portal gives instructions to print cover sheets. Each documented which was selected under the mail 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.

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

**MAIL** [Sample Document Cover Page](#)

Please print the following cover pages. 

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

- Each document will generate a unique cover sheet. Cover sheets will be presented as PDF documents for you to print.
- Prior to mailing, pair your documents with their corresponding cover sheet (inserting the cover sheets as the first page).
- Next, mail your documents to the address listed on the supplied cover sheet.
- Once the mail is received, the document will be processed by CARCO and added to the **Status** tab and the request is considered complete.