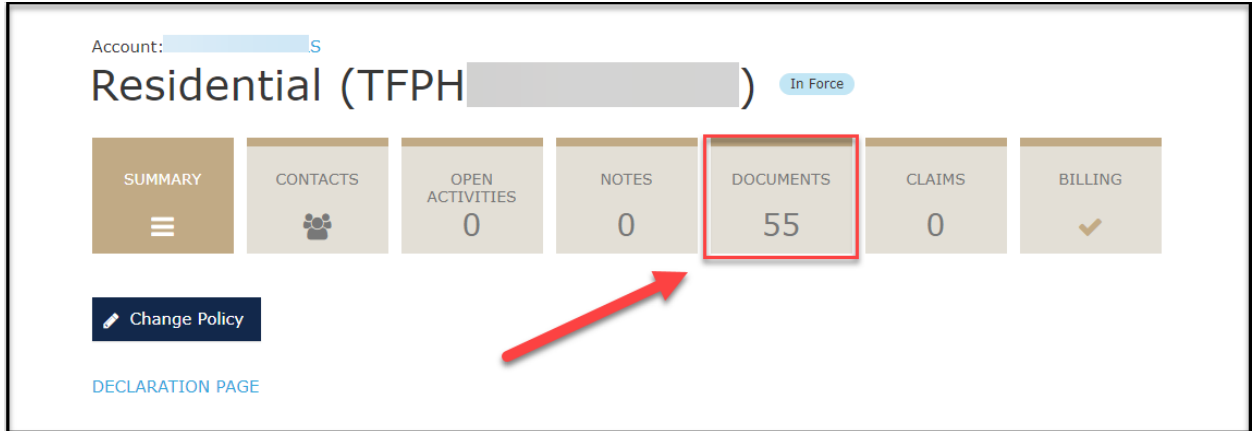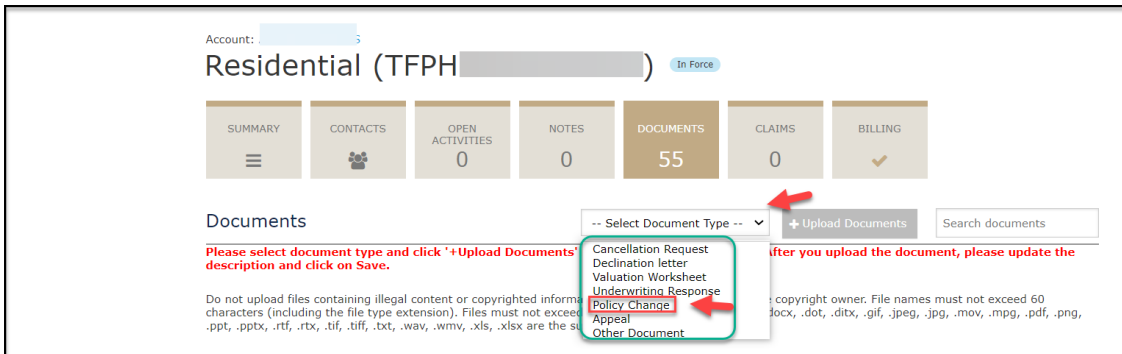# TFPA: How to Upload Documents to a Policy

This job aid demonstrates the steps needed to upload documents.
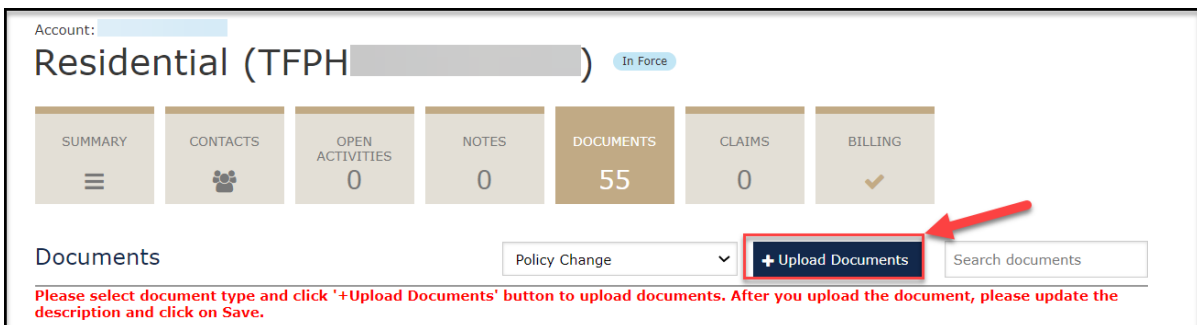
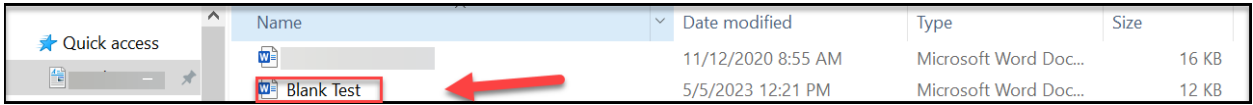1. **Open the TFPA policy you would like to work with and then select "Documents."**

2. **Next select the document type you want to upload to the policy from the drop-down menu. In this example, we are choosing to upload a "Policy Change" document to initiate a policy change.**
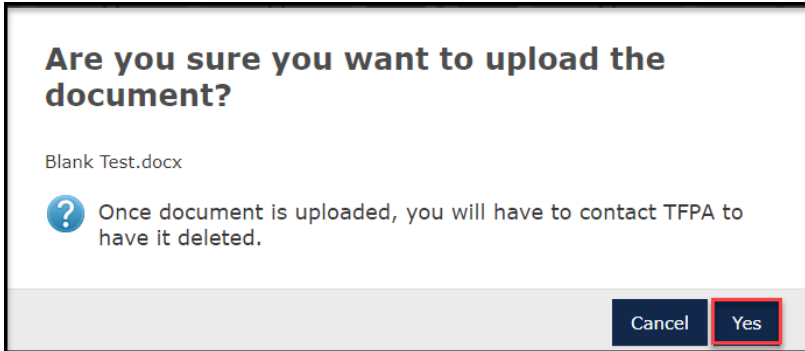

3. **Next, click on "Upload Documents."**

4. **The system will take you to your documents screen to select the document you would like to upload. Double click on the document's name.**

5. **The system will warn you that once you upload the document only a TFPA underwriter can delete it. When you are ready to upload the document select "Yes."**
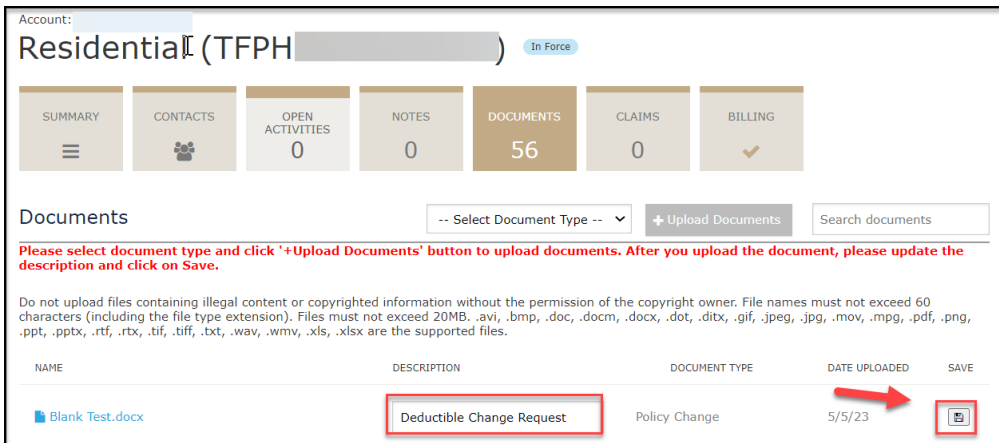

6. **On the next screen you may enter the document description where indicated. Next, click on the floppy disk icon to save the document description.**

7. **Your document has been uploaded. Select "Ok" to exit.**