Adding a Document

- 1. Click Add Document.
- 2. To locate the file you would like to upload, click the browse button (), select the file in the window that appears and click **Open**.
- 3. If you do not want the attachment to be sent with COI expiry notifications, remove the checkmark beside

 Attach Document to COI Expiry Notifications.
- 4. Click **Save** to add the file.

