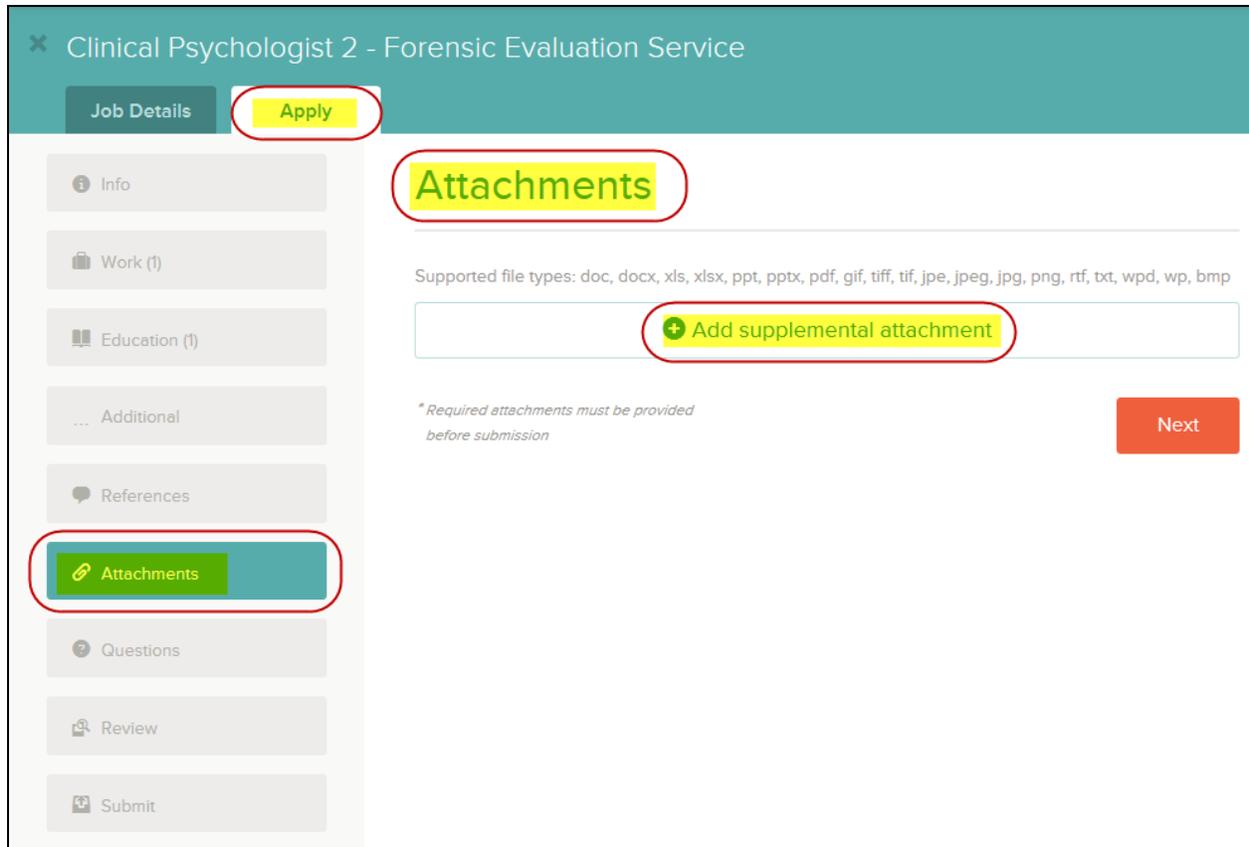


Adding Attachments to an Application

With the new system enhancements that took place in **February 2014** applicants must now attach **any and all** required documentation to **each** application. Also in the enhancement, any previous documentation that was attached **did not** come over to the new system.

The following steps will guide you through how to upload, attach, and delete documents from an application.



In the **'Apply'** tab of the **'Attachments'** screen click on the **'+ Add supplemental attachment'**.

Adding Attachments to an Application

The screenshot shows a web interface for a job application. The top header is teal with the text 'Clinical Psychologist 2 - Forensic Evaluation Service'. Below the header are two tabs: 'Job Details' and 'Apply'. A left sidebar contains a list of menu items: 'Info', 'Work (1)', 'Education (1)', 'Additional', 'References', 'Attachments' (highlighted in teal), 'Questions', 'Review', and 'Submit'. The main content area is titled 'Attachments' and lists supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp. A dropdown menu labeled 'Choose attachment type' is highlighted with a red circle, and its arrow icon is also circled in red. Below this is a large white box with a cloud upload icon and the text 'You can click upload button or drag and drop a file into this box to start uploading'. Inside this box are 'Upload' and refresh icons. Below the box is a button labeled '+ Add supplemental attachment'. At the bottom left, there is a note: '* Required attachments must be provided before submission'. At the bottom right is an orange 'Next' button.

In the '**Choose attachment type**' drop down click on the appropriate type of document being attached to the application.

Adding Attachments to an Application

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

Choose attachment type

- Cover Letter
- License
- Other
- References
- Resume
- Transcripts

+ Add supplemental attachment

** Required attachments must be provided before submission*

Next

There are several different types of documents that can be added. If you do not see a document name that matches what is being attached select **'Other'**.

Adding Attachments to an Application

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

Other

You can click upload button or drag and drop a file into this box to start uploading

Upload

+ Add supplemental attachment

** Required attachments must be provided before submission*

Next

Once the document type has been selected the drop down box will disappear and the document type will display directly above the **'Upload'** box.

Click on **'Upload'** to begin the process of bringing the document into the application.

Adding Attachments to an Application



When **'Upload'** is clicked the **'Choose File to Upload'** box from your computer will display.

NOTE: This screen may look different depending on your operating system.

The document file size is limited to 10MB.

Adding Attachments to an Application



Locate the document you would like to have attached to the application, select the document, and click ***Open***.

NOTE: This screen may look different depending on your operating system.

Adding Attachments to an Application

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

Other

OHA14-0114.docx ✕

+ Add supplemental attachment

** Required attachments must be provided before submission*

Next

Once the document has been selected and uploaded to the application the **'Attachments'** screen will look like the above screen.

If you only need to attach one document, then you can click on the **orange 'Next'** icon. This will move you to the **'Questions'** section of the application.

Adding Attachments to an Application

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

Other

OHA14-0114.docx 

 Add supplemental attachment

** Required attachments must be provided before submission*

Next

If the wrong document was attached, click on the **orange circle with a white 'x'** and it will remove that document from the application.

NOTE: This document will still be available for you to select from in your historical records.

To attach the correct document you would need to click on the **'+ Add supplemental attachment'** and find the correct document on your computer (see pages 5 & 6).

Adding Attachments to an Application

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

Other

OHA14-0114.docx ✕

[+ Add supplemental attachment](#)

* Required attachments must be provided before submission

Next

Once you have a document attached you can also add other documents.

You will notice the first document attached at the top of the screen, and the **'+ Add supplemental attachment'** in the middle. Click on the link and then you will need to select the attachment type, just as you did for the first one, and go through the process of uploading the next document (see pages 2 – 6).

Adding Attachments to an Application

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

Other

OHA14-0114.docx

Cover Letter

Attachments.docx

+ Add supplemental attachment

** Required attachments must be provided before submission*

Next

You can now see two documents have been attached to the application. You can continue to add documents to the application by clicking on the **‘+ Add supplemental attachment’** and following the instructions on pages 2 – 6.

Adding Attachments to an Application

Attaching a document that has already been uploaded

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

Other

You can click upload button or drag and drop a file into this box to start uploading



** Required attachments must be provided before submission*

If you would like to attach a document that has already been uploaded, click on the **‘Choose attachment type’**, select the type, and then click on

the arrow/clock icon . This will show a listing of the most recent documents you have uploaded to your profile.

NOTE: Only the last 15 attachments uploaded will be available to reattach when you apply.

Adding Attachments to an Application

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

Other

You can click upload button or drag and drop a file into this box to start uploading

Upload 

- Attachments.docx
- OHA14-0114.docx
- ODOTVetPointNotices.docx

** Required attachments must be provided before submission*

Next

The documents will display once the icon has been clicked, select the appropriate document. It will then be attached to the application.

Adding Attachments to an Application

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

Other

You can click upload button or drag and drop a file into this box to start uploading

Upload 

 Add supplemental attachment

**Required attachments must be provided before submission*

Next

Another way to upload documents is by dragging and dropping a document into the box and it will start uploading.

NOTE: If you are using Internet Explorer it must be higher than version 8 in order for this to work properly.

When you have completed the process of attaching the required documentation to your application, click **'Next'** and the system will move you to the **'Questions'**.