

Quick Reference Guide: Uploading Documents

Steps:

1

Uploaded Documents

Please note that you will not be able to delete uploaded documents once your application has been submitted.

No uploaded documents found.

Choose File No file chosen

Within an active application in PNM, located at the bottom of each screen, is an area where documents can be uploaded.

2

Uploaded Documents

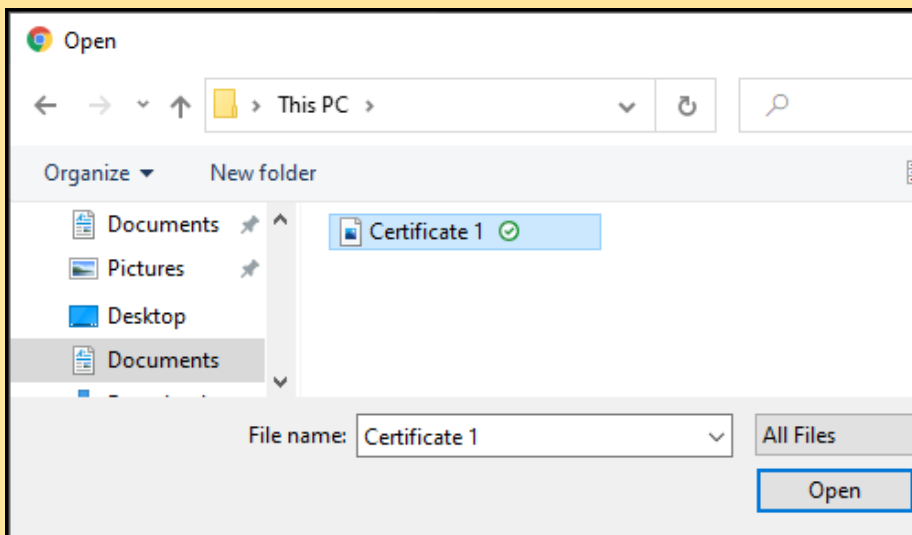
Please note that you will not be able to delete uploaded documents once your application has been submitted.

No uploaded documents found.

Choose File No file chosen

To upload a document, select the 'Choose File' button.

3



A window opens allowing all folders and documents on the user's computer to be accessed. Locate the document that needs to be uploaded and either select 'Open' or double click on the file.

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Steps:

4

Uploaded Documents

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No uploaded documents found.

	<input type="button" value="Choose File"/> Certificate 1.jpg
Name	<input type="text" value="Enter Name Here"/>
Description	<input type="text" value="Enter Description Here"/>

Once the file has been chosen, the file name will appear on the screen. Below that, a Name for the document and a Description of the file may be entered.

5

Uploaded Documents

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Name	Description	File Name
<input type="text" value="Enter Name Here"/>	<input type="text" value="Enter Description Here"/>	Certificate 1.jpg

After the document has been successfully added, a table will appear showing the documents that have been uploaded. Repeat the process to upload additional documents.

6

Required Document

EVV Training

Depending on the Provider Type and Specialty entered, a page of the application entitled 'Required Documents' may need to be completed. If there are required documents for the application, click 'Browse' next to each required document and follow Steps 3-5 above.