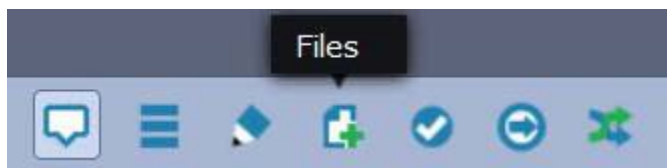


# Attaching Files

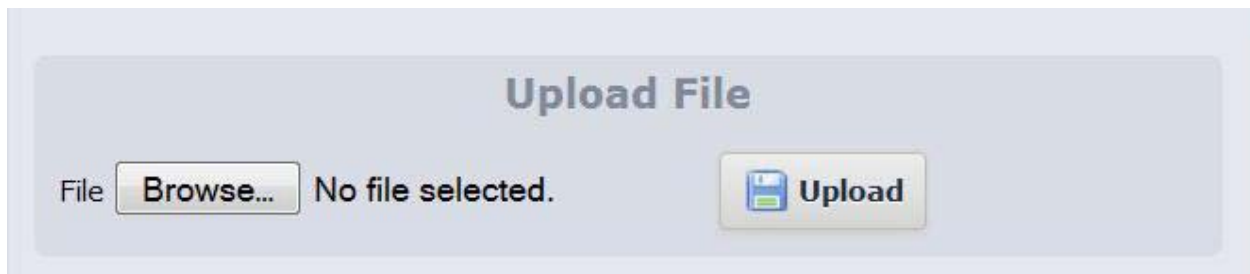
Several fields within proposal forms require you to attach information. Also, if there is a lot of text to be entered into a field, you can type “see attached” in the field, and then attach the information as a Word or pdf file.

To attach a file to a proposal (you must be involved in the step to attach a file):

In the Proposal Toolbox (right pane), click on the *Files* icon.



Click Browse within your computer system to locate your file. Double click on your desired file. The file name will appear in the right pane. Click *Upload*.



After uploading a file, you are able to view all attached files in the section named *Attached Files*. This will provide information regarding who uploaded the items and when.



If you uploaded an incorrect file, hover over the file name and click on the blue X to delete it.

There is no limit to the number of files you can attach.