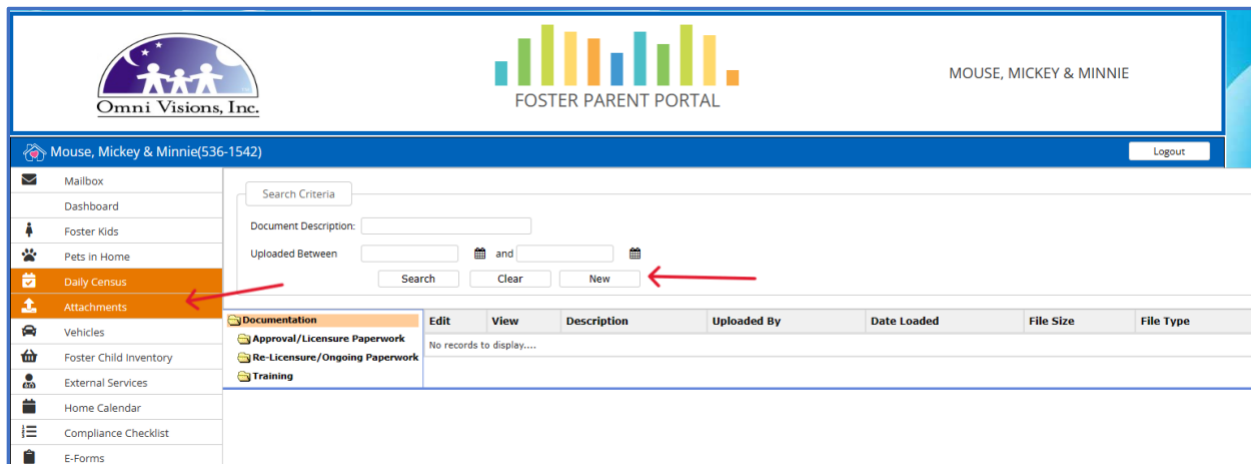


# Uploading an Attachment

After logging into Welligent, click the **Attachments** tab on the menu to the left. Here, you'll see all your uploaded documents. Click **New**.



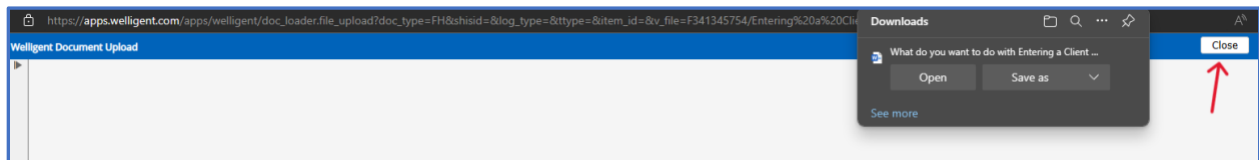
Click **Choose File** to upload your document, enter a **Brief Description**, and a **Document Date** by clicking the calendar. You may also enter keywords and a Confidentiality Status. You can then choose which **Document Folder** this upload needs to live under and click **Upload**.



Once you click Upload, you'll see your document displayed with the document details collapsed to the left. You can click the arrow on the left to re-expand the details. Click **Close** to return to the Attachments page.



Do note that PDF's or images will appear as above, but Word documents, after clicking Upload, will prompt you to download the document immediately, as the viewer doesn't have the ability to preview a Word document. Ignore the prompt to download and click **Close**.



Click the folder you placed your document into and see them listed to the right. Here you can edit them, if need be, or **View** the document. Reminder, if you click to view a Word document, you will be prompted to redownload the document to view it, as the viewer doesn't have the ability to preview a Word document.

