



COLAs Online

Upload Other Attachments

The Upload Other Attachments page allows users to upload other attachments to an application. Other applications include Formulas, SOPs, Lab Analyses, Pre-import letters, cover letters, etc. Figure 1 details the Upload Other Attachments page.

Figure 1: Upload Other Attachments

Follow these steps to upload any other attachments to the application:

1. From the Create Application Step 3 of 3: Upload Labels page, select the **add/remove Attachments** button. The Upload Other Attachments page displays. See Figure 1.
2. Select the **Browse** button to select an attachment to upload.

► **Note:** Acceptable attachment types include **DOC, TEXT, PDF, JPG, and TIFF** (file extensions: **.doc, .txt, .pdf, .jpg/.jpeg/.jpe, and .tif/.tiff**).

► **Note:** You can attach up to 10 files per application, each up to 750KB in size.

3. Select the attachment type from the drop-down list.
4. Select the **Attach file** button.
5. To attach additional files, return to Step 2.

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- **Note:** To remove an attachment, select the [Remove](#) link
6. Select the **Done** button to close the page.