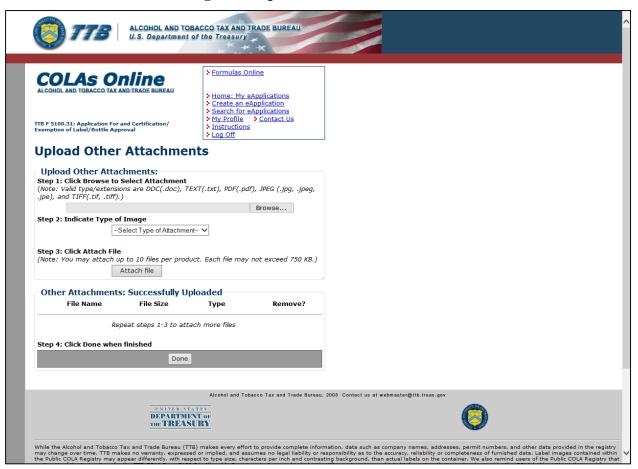


## **COLAs Online**

## **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.

## **Upload Other Attachments**

- 5. To attach additional files, return to Step 2.
- ► Note: To remove an attachment, select the Remove link.
- 6. Select the **Done** button to close the page.