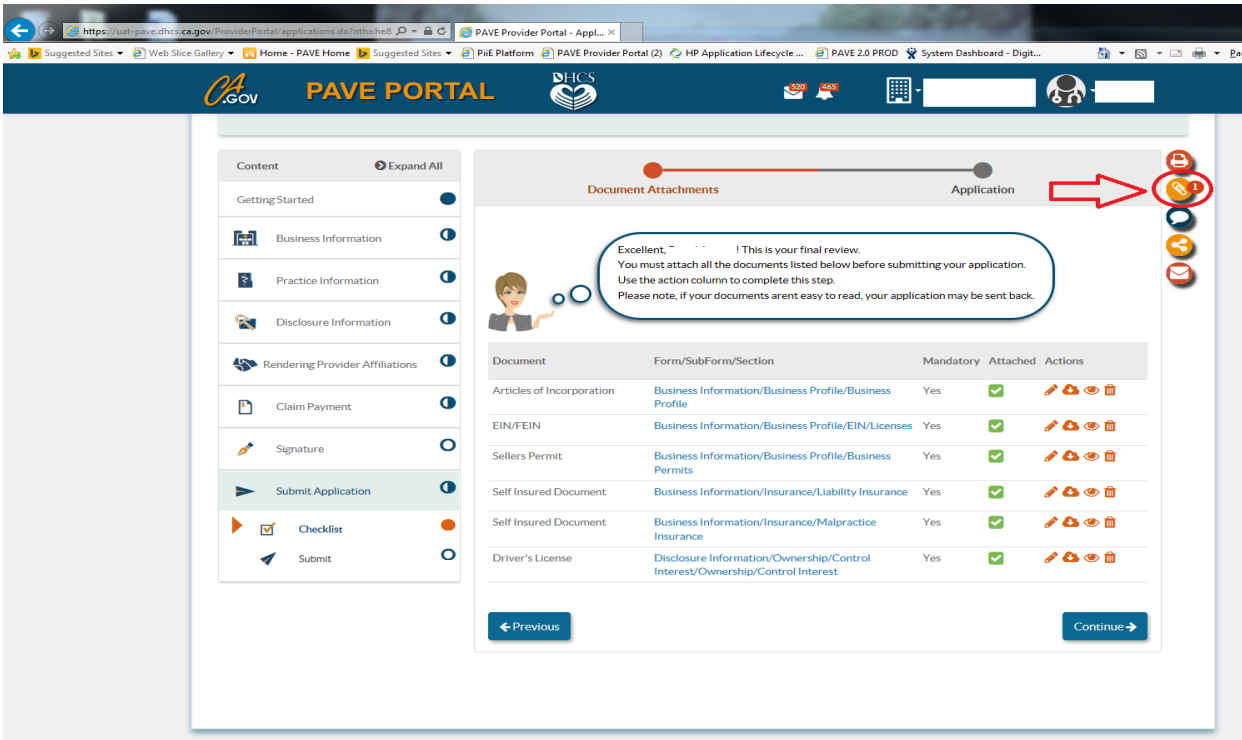

		<h1>PAVE PRESS</h1>	
Title: Adding Additional Documents to an Application		Date: April 24, 2017	
Volume #: PAVE Press 2017-003			

Adding Additional Documents to an Application

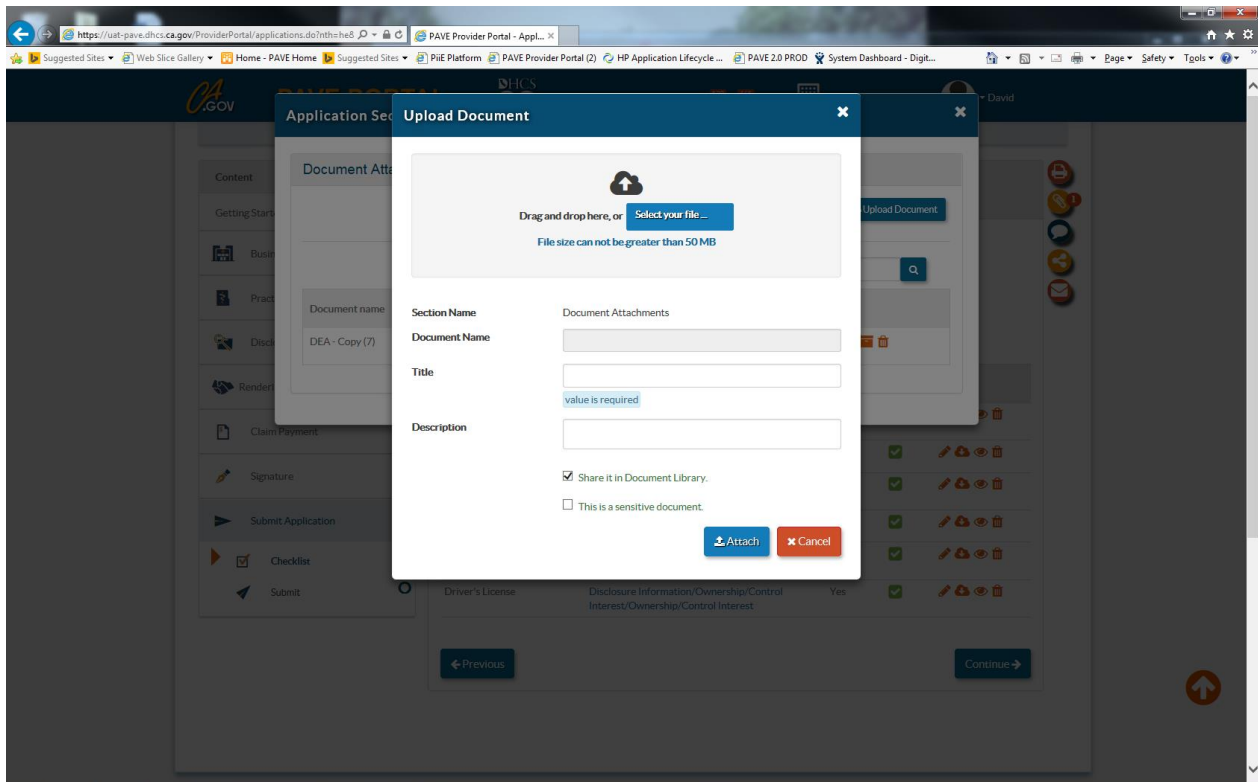
1. Log into PAVE and select Business Profile for entity/provider
2. Select Applications tab and start a new application
3. Enter information and attach documentation for all required fields in application
4. Following the Signature sub-form, is the Submit Application sub-form with a summary checklist of all documents already attached.
5. Select the Paper Clip icon in the Right Margin to start adding additional documents




Document	Form/SubForm/Section	Mandatory	Attached	Actions
Articles of Incorporation	Business Information/Business Profile/Business Profile	Yes	✓	
EIN/FEIN	Business Information/Business Profile/EIN/Licenses	Yes	✓	
Sellers Permit	Business Information/Business Profile/Business Permits	Yes	✓	
Self Insured Document	Business Information/Insurance/Liability Insurance	Yes	✓	
Self Insured Document	Business Information/Insurance/Malpractice Insurance	Yes	✓	
Driver's License	Disclosure Information/Ownership/Control Interest/Ownership/Control Interest	Yes	✓	

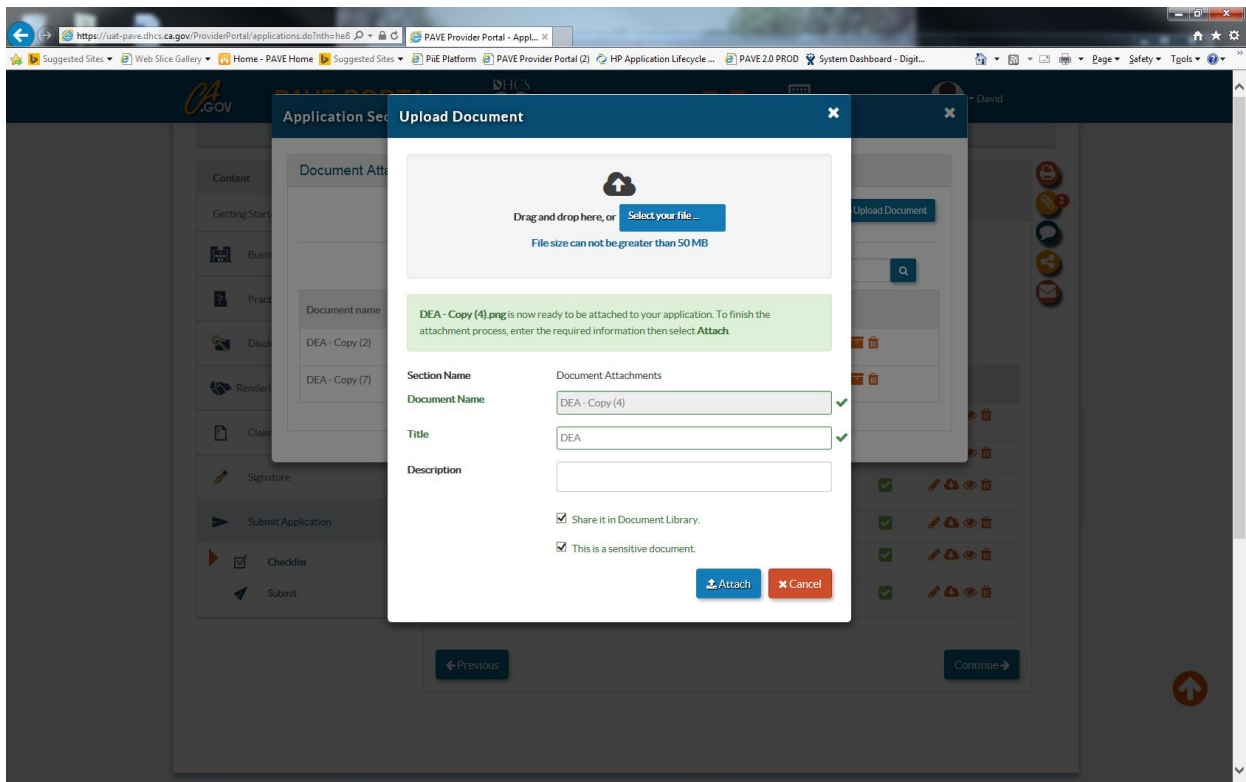
		<h1>PAVE PRESS</h1>
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6. Either drag and drop the document or click Select your file



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7. Enter Title for document, Description if applicable, and click Attach



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8. The document will be added to the Application Section – Document Library. Please note that this is where the additional documents are listed in the application.

