CA.GOV PAVE PORTAL	**PAVE PRESS**
Title: Adding Additional Documents to an Application	**Date:** April 24, 2017
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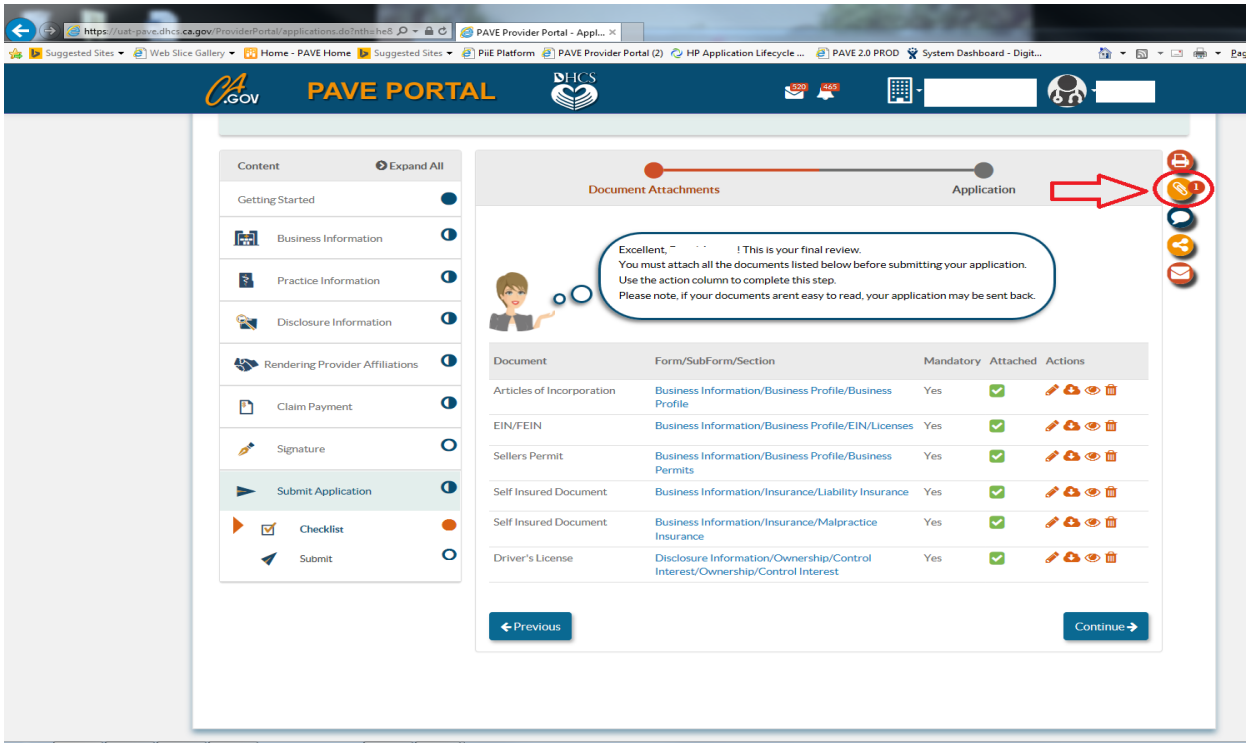
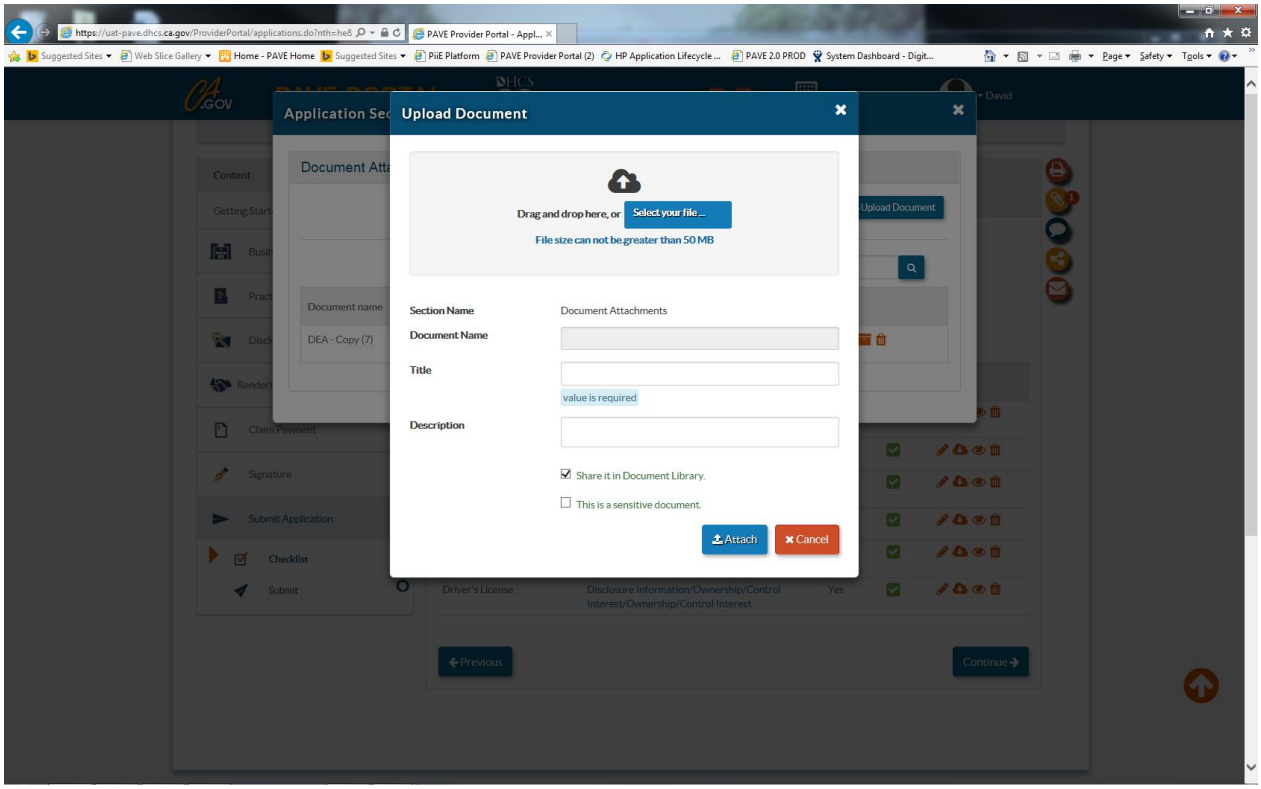
Adding Additional Documents to an Application

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



6. Either drag and drop the document or click Select your file



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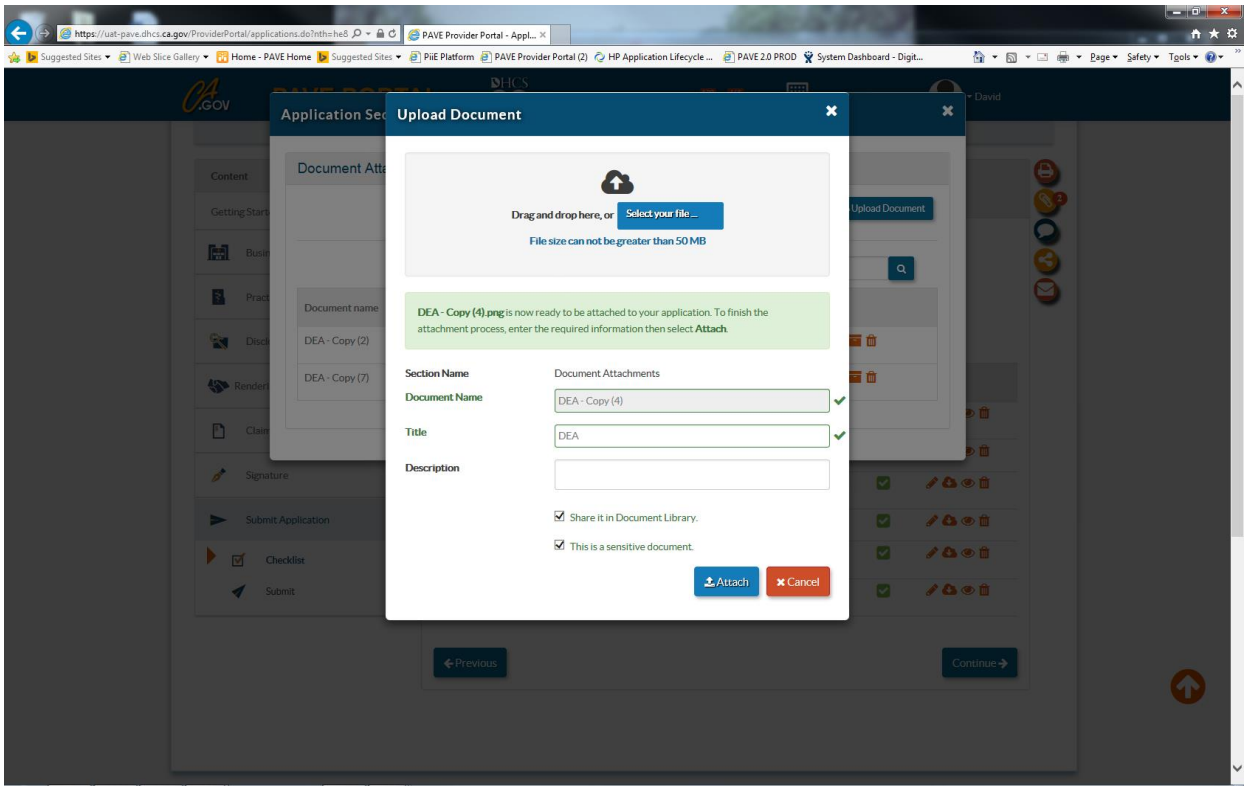
7. Enter Title for document, Description if applicable, and click Attach



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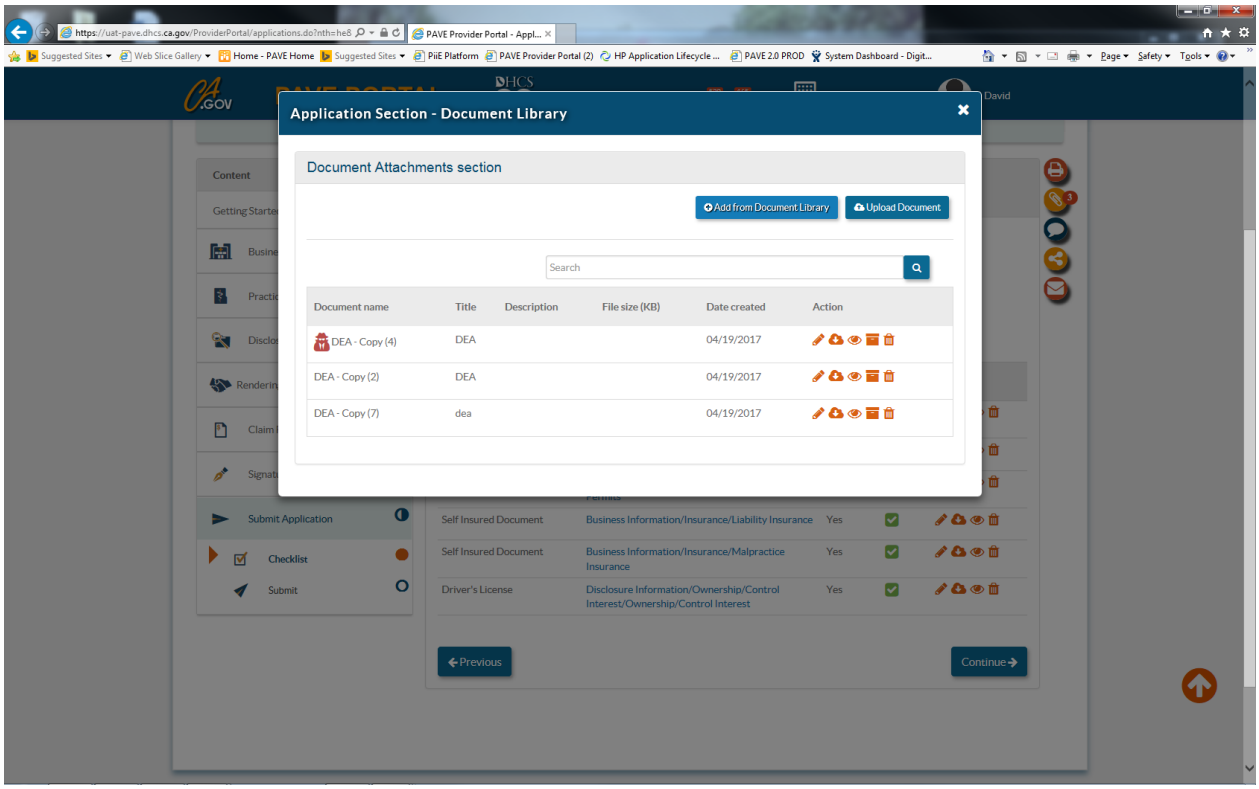
8. The document will be added to the Application Section – Document Library. Please note that this is where the additional documents are listed in the application.