

## 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

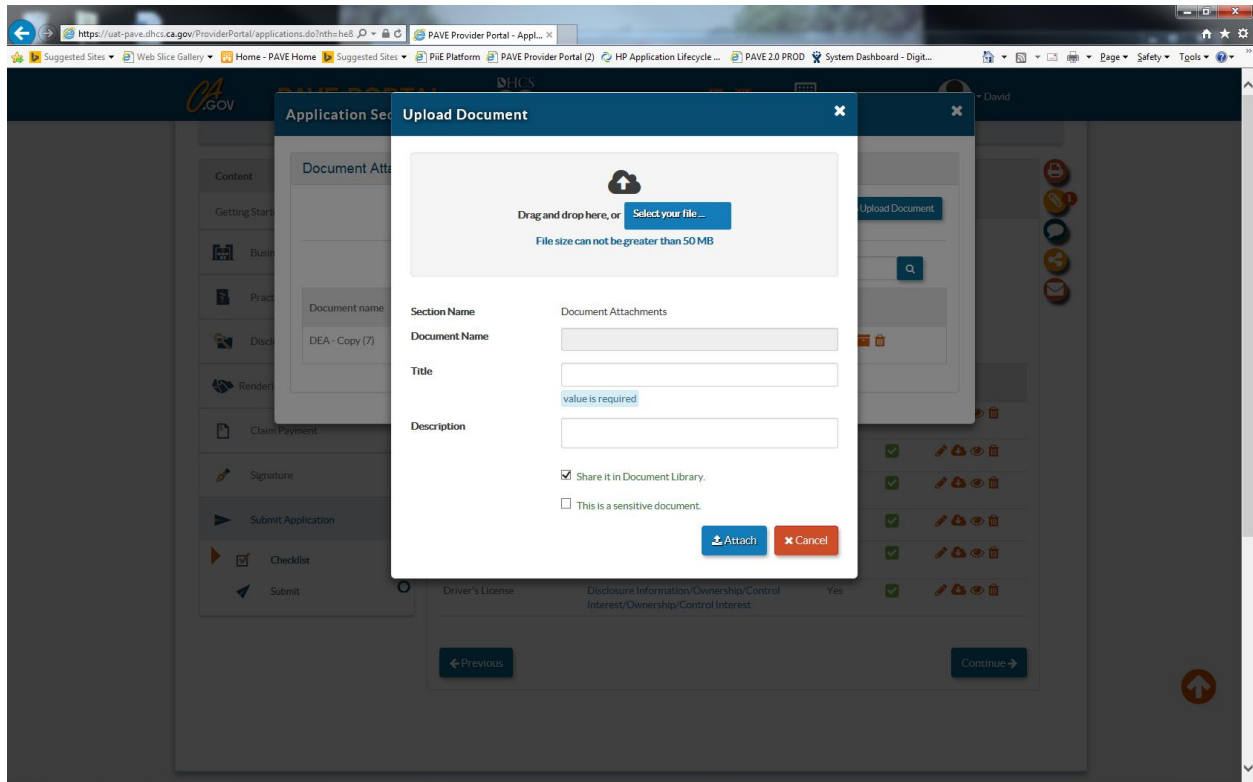
Document	Form/SubForm/Section	Mandatory	Attached	Actions
Articles of Incorporation	Business Information/Business Profile/Business Profile	Yes	✓	
EIN/FEIN	Business Information/Business Profile/EIN/Licenses	Yes	✓	
Sellers Permit	Business Information/Business Profile/Business Permits	Yes	✓	
Self Insured 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	✓	

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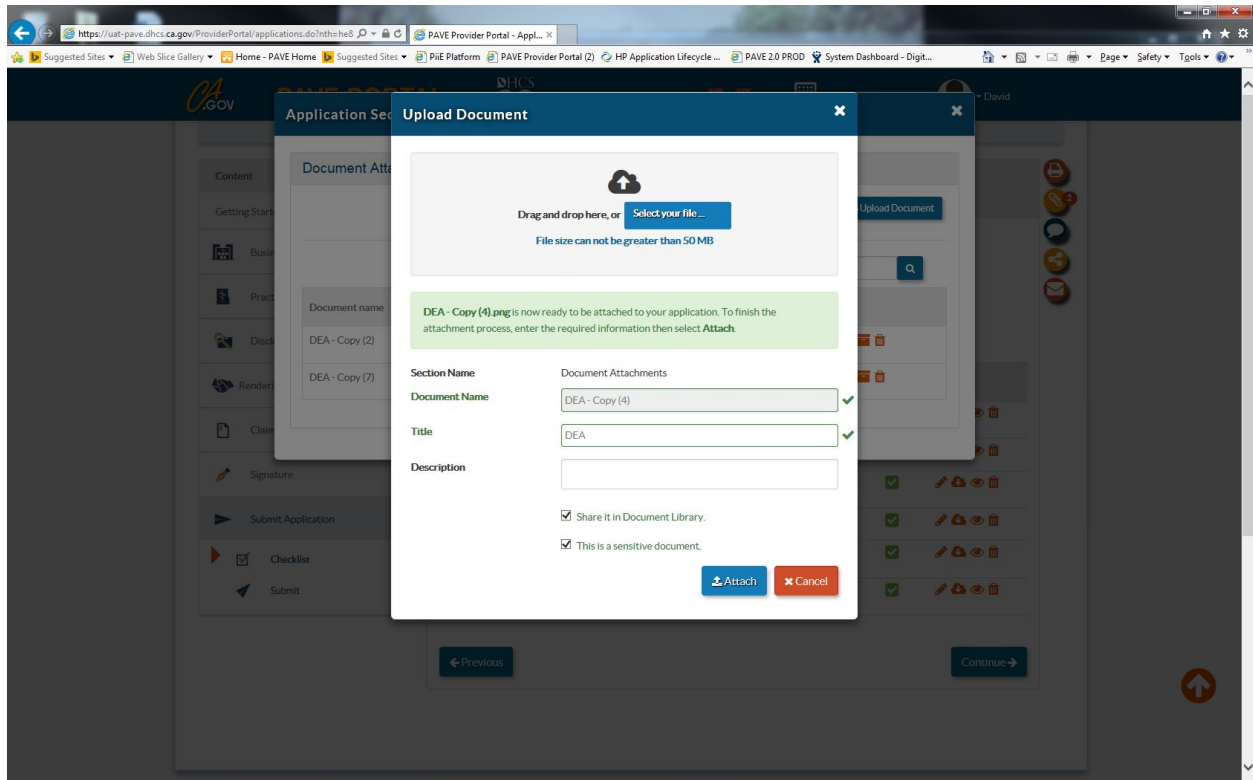


6. Either drag and drop the document or click “Select your file”



7. Enter “Title” for document and click “Attach”





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

