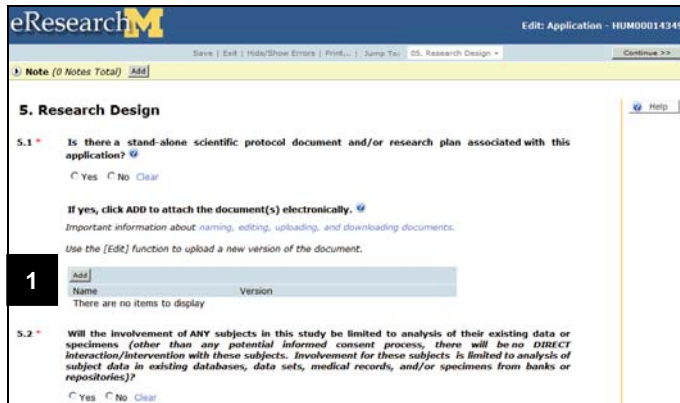


Uploading/Adding a Document

Important Information

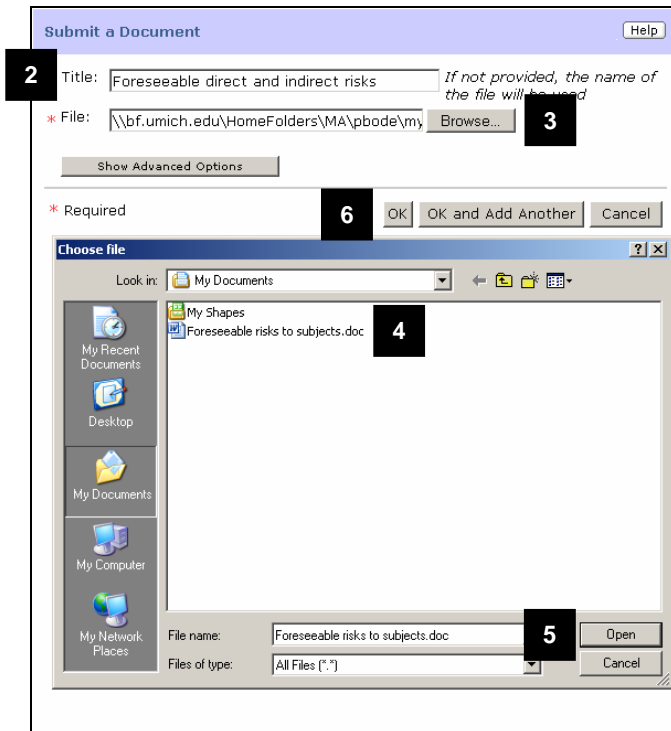
- Supporting documents can be uploaded to certain sections of the eResearch study application.
- Where documents can be uploaded, an **Add** button appears.

eResearch Study Application



1. Click **Add** to upload supporting documents to the study.

Adding Supporting Documents



2. Enter a title for the document you are uploading.

Note: Since uploaded documents are listed in alphabetical order, you may find it helpful to use the following naming conventions:

- Use a meaningful title.
- Use a number to differentiate similar titles (e.g., Consent1, Consent2, Consent3).
- Include version date.
- Make sure the title you use for the uploaded document matches the file name of the document on your computer.

3. Click **Browse...** to locate the document on your computer.
4. Select the file to upload.
5. Click **Open**.
6. Click **OK**.

Note: The document has been added to the submission.