



ASCENDER GUIDES



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Attach a document:

If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency.

The screenshot shows a 'Form Uploads' section with a table of document types. Each row includes a document name, a brief description, and a 'Document (-)' button.

Document Name	Description	Action
Proof of Residency Document	(Upload of your Proof of Residency information)	Document (-)
Driver License Document	(Upload of your Driver License information)	Document (-)
Birth Certificate Document	(Upload of your Birth Certificate information)	Document (-)
Immunizations Document		Document (-)

A window opens allowing you select and upload one or more files.

The screenshot shows a 'Document Upload' window with a 'Close' button in the top right. It is divided into two main sections: 'Document List' and 'Document Upload'.

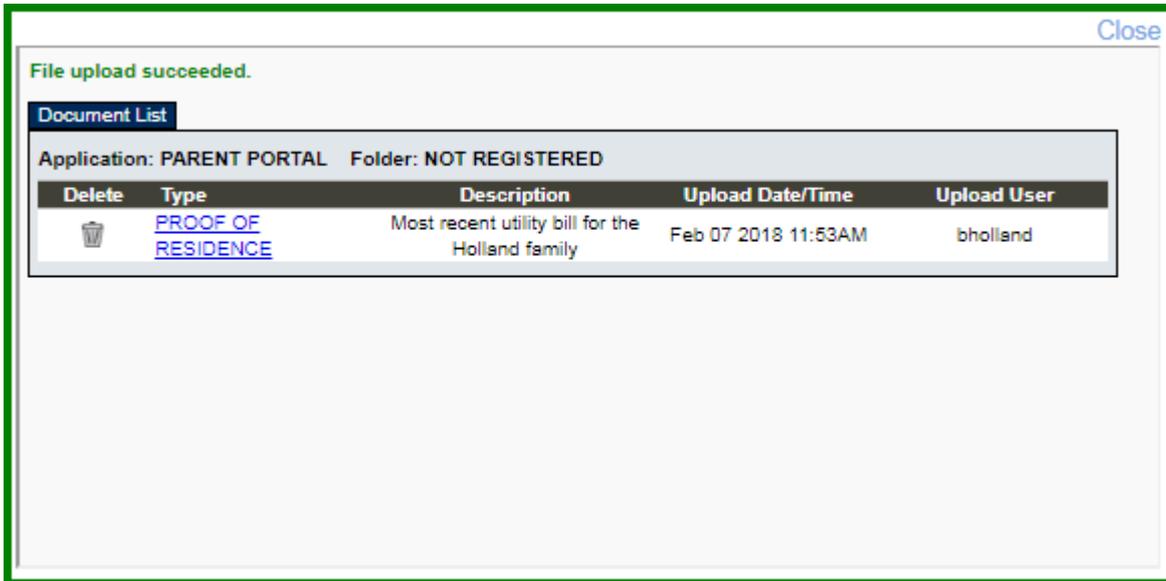
Document List: Shows 'Application: PARENT PORTAL' and 'Folder: NOT REGISTERED'. Below is a table with columns: Delete, Type, Description, Upload Date/Time, and Upload User.

Document Upload: Contains a 'Select File to Upload:' section with a 'Choose File' button and 'No file selected' text. Below that is a 'Select Type:' dropdown menu currently set to 'PROOF OF RESIDENCE'. There is a 'Description:' text area and an 'Upload File' button at the bottom.

Document Upload	Click Choose File . Locate and select the file to be uploaded. The following file types are acceptable: <ul style="list-style-type: none"> • PDF • Text: .txt • Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx • Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff • Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv • Audio: .wav • Zipped: .zip
Description	Type a description of the file you are uploading.

Click **Upload File**.

A message is displayed indicating that the file upload was successful, and the details are displayed.



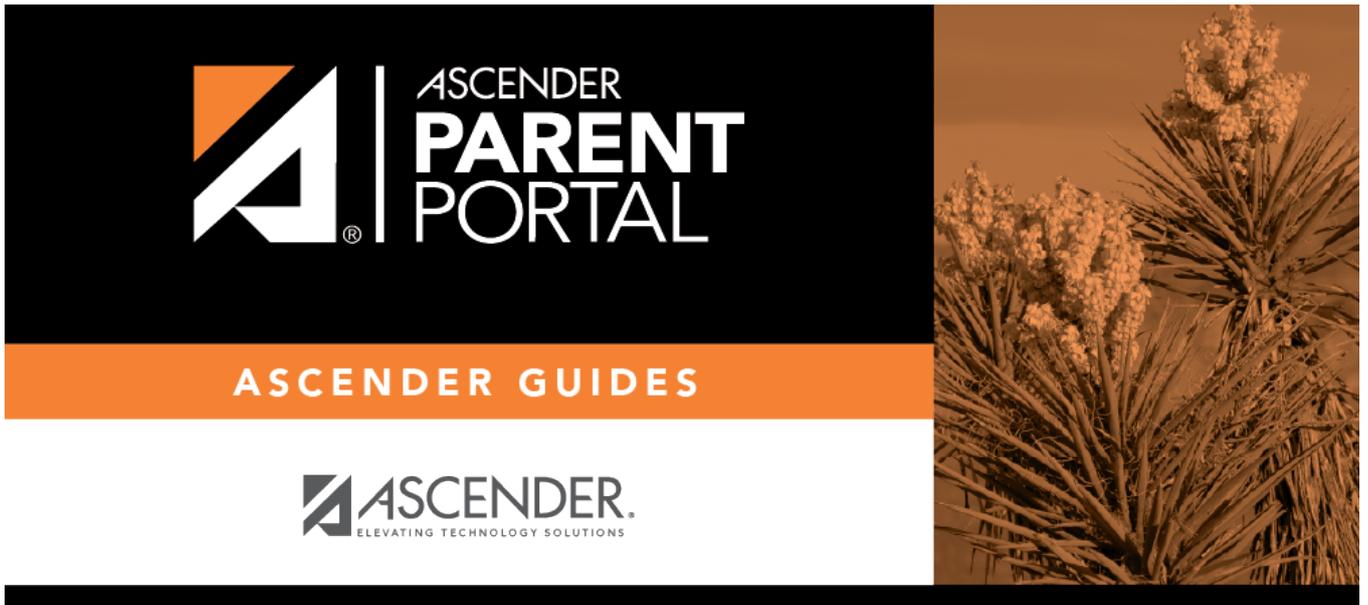
Click **Close** to close the window.

- If a document has been uploaded for a particular field, the button displays **Documents(+)** (with a plus sign) [Document \(+\)](#).
- If no document has been uploaded for the field, the button displays **Documents(-)** (with a minus sign) [Document \(-\)](#).

View or delete an existing document:

Click **Documents(+)**.

- Click the document to view it.
- Click next to the document to delete it. You are prompted to confirm that you want to delete the file. Click **OK**.



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