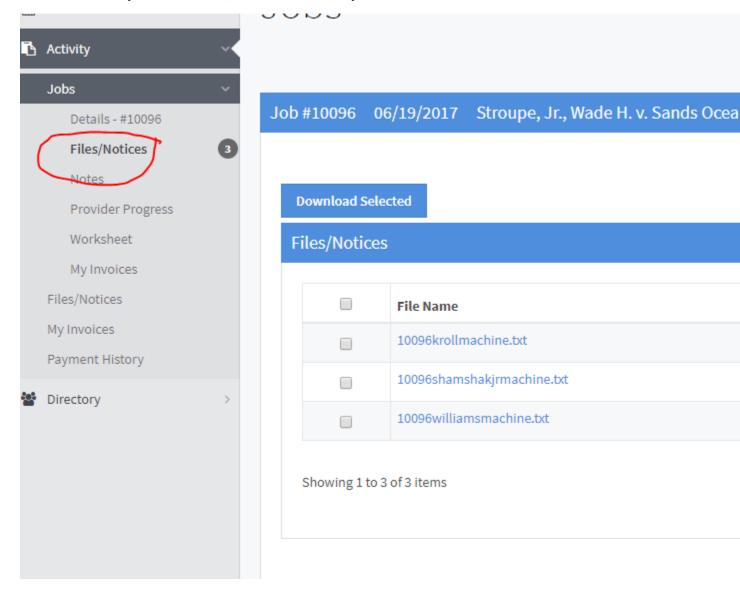
1. Go to the job – Go to Files/Notices UNDER the job#



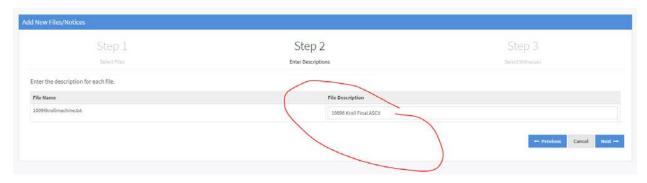
2. Click Add



3. Select the file(s) & Click Next once it uploads



4. Name the File Description based on what the file is (ascii, network order form, etc)



5. If there are multiple witnesses and the file is for a specific witness, select the appropriate witness and hit Save

