

Helpful Hints

Internet Browsers: The application can be viewed from most web browsers; however, appearance may differ slightly between browsers. Firefox and Google Chrome currently offer the best performance, but are not required.

Saving a Draft: Your work is automatically saved every 20 minutes. To save your work more often, scroll to the bottom of the application and click "Save as Draft". If you have an error on your page, for example, if you have exceeded the character limit in a text area, be sure to correct that error before moving on to the next question or your form will not save successfully.

Uploading Documents: File Size: There are size limitations to uploaded documents. You can limit document size by removing pictures or unnecessary graphics. You may also use fax-to-file to convert your document to a smaller size.

Uploaded Files: The system will not recognize that a file has been uploaded until you click on Save as Draft at the bottom of the page.

Deleting or Changing an Upload: To change an upload, click browse and choose the new document. The new document will overwrite the previous document. Click "Save" after each upload.

Uploading Multiple Documents: You may only upload one document. If you have multiple files you would like to attach, combine the files into one document.

Converting a Hard Copy to Electronic File: Use the fax-to-file feature if you don't have a scanner.

Application Packet: If you would like to save a copy of the application, click on the Application Packet link at the top of the form. This will open the entire application including any documents that have been uploaded in a PDF format which you can then save to your computer.