# Quick reference guide: Uploading a document

There are many actions in Work Comp Campus that require uploading a document. Documents support a claim or dispute by providing specific information. Properly uploading a document into Campus is important so reviewers have access to clear and complete information for the specific file. Knowing the file location before you begin the upload will save time.

1. Open the claim or dispute. Then click the **Submit Filing** button.

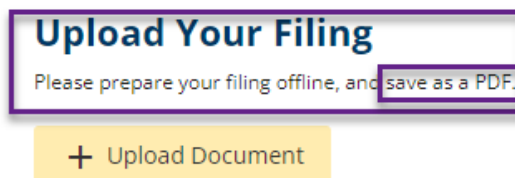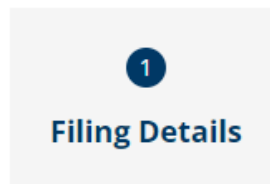   Open the claim or dispute
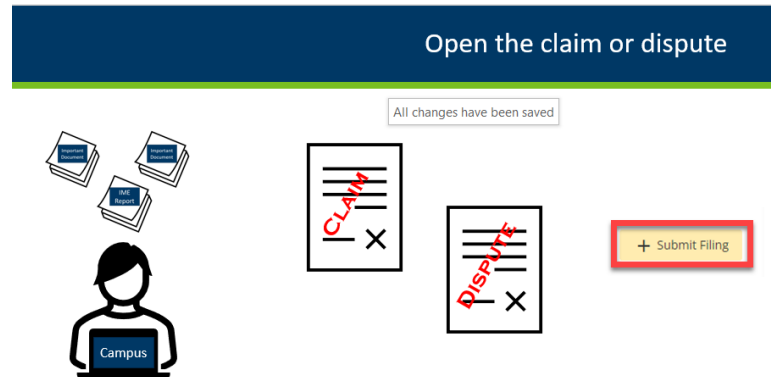
2. If you are completing a form, select the appropriate form from the list. Some of the available forms are highlighted in green.
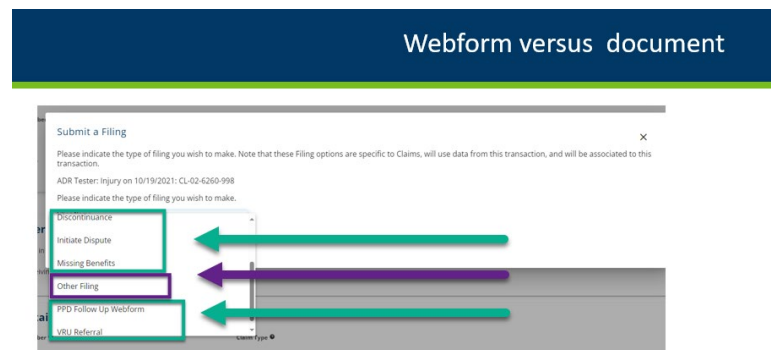
3. If you are uploading a document, without an accompanying form, select **Other Filing**.   The **Other Filing** option is highlighted in purple in the image. Uploading an independent medical examination (IME) would be an example of using the **Other Filing** selection.

   NOTE: If you are uploading a document under **Upload Your Filing**, the file type must be a PDF.

   Webform versus document

4. You are now ready to upload your document.

Now you are ready!

✓ File location

✓ You have opened the claim or dispute

✓ You know your purpose

   ✓ Filling in a webform

   ✓ Adding a document

✓ It's time to upload a document

5. At this point, the uploading document steps are all the same. Click the **Upload Document** button and select the file you want to upload.

You may need to do some navigating to find the file. When the file is selected click **Open** and the file will be added to the file box**.**

Another option is to drag and drop the file from the list to the file box, then click the X to close the file list.

6. Depending on the type of upload, you may be asked for a document category.

   Examples of a Document Category would include Correspondence, Petition or Reports.

7. You will *always* be asked for a document type.

   Examples of a Document Type would include Affidavit of Service, Agreement to Mediate or Email.

8. Enter a brief description as well.

9. Click the **Upload** button.

10. Under the **Upload Document** button, you will see the file you uploaded, with the file type and description.

11. These pieces of information should be helpful for anyone looking through the document list.

12. If you uploaded something that does not belong here, you can remove it by clicking the **Remove** button.

13. If you have more documents to upload, continue with the same steps, starting fresh with clicking **Upload Document**.

14. After all documents have been uploaded, continue as directed until the Submit button has been selected.

    Here is one example.

15. The confirmation screen will be different depending on the transaction being completed.

    Here is one example.

Upload Document To Transaction Successfully Submitted!

Confirmation Number: 372

Click the link to view your new document:
DO-02-3883-550

A confirmation email has been sent to Campustestvla+ca@gmail.com for your records. You may view your forms in **My Form History**.