1) At the bottom of your monitor, click the “Attachments” button.

2) Once clicked, a new “Attachments” dialog box will appear.
3) Click on the “Add” button to search within your computer to add your attachment to the PAF.

4) Navigate to where your electronic document is located and click on the “Attach” button in the lower right-hand corner.
5) Once you click on “Attach” in the lower right-hand corner, you will be taken back to the “Attachments” dialog box.

6) If another attachment needs to be added to the PAF, click on the “Add” button and follow steps 3 – 5 on this document. If these are the only attachments needed for this PAF, simply click “OK” in the bottom right-hand corner of the dialog box. This will return you to the original PAF you were working on.

7) You will be able to verify that the correct number of attachments have been added to the PAF by looking at the “Attachments” button at the bottom of the PAF. Once successfully attached, the “Attachments” button will display the number of attachments associated with this PAF.