Unite Education Program v10.0
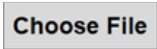Job Aid: 5622

Add a Document to an Application

In Unite, you can add documents to an application record. Application documents are different from person documents because they are specific to an application. Like person documents, application documents are available for reviewers when an application is assigned for review. The file types you can attach to a person record are: .pdf, .png, .doc, .docx, .xls, .xlsx, .text, .jpg, .jpeg, .rtf, .tif, .tiff, .gif, .csv, and .msg. The maximum file size is 30 MB.

To add a document to an application

1. Open a browser and log on to Unite.

2. On the main menu, click PEOPLE.

3. Find and open the person record.

   > **Note**
   >
   > You can find person records by performing a search, opening a view on the *Search Results* tab, or checking the *Recents* grid. Each person name is a hyperlink to open the record.

4. Click the tab for the application to which you want to add a document.

5. Click ⌄ to expand the *Application Documents* section.

6. Click **+ Add** .

7. From the **Document Type** list box, select the type of document you want to add.

8. Click **Choose File** and select a file to add.

9. Click **Open** .

10. Click **Upload** .

11. Click **X** to close the *Add Document* window.

12. Click **X** to close the person record.

Related resources

- 5433 – Perform a Person Search

- 5743 – Open a Person Record