



VIRGINIA REGISTER OF REGULATIONS

UPLOAD DOCUMENT TYPES OTHER THAN FORMS/DOCUMENTS INCORPORATED BY REFERENCE

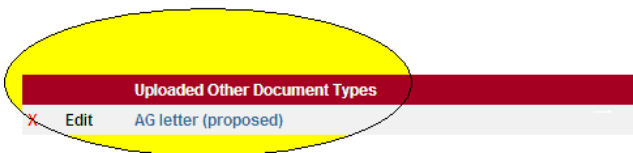
To Upload Other Document Types (i.e., documents other than Forms and DIBRs):

- A. Open the RIS project by clicking on folder icon.
- B. At the project section list, select "Uploads" (top of screen to the left of "Create Report").
- C. You will see the upload screen as shown in example below. Go to dropdown menu next to "Doc id" and select "other."

Upload Description: Doc Id

- D. Browse your computer and find the document that you want to upload. To do this:
 1. Click "Browse" located by the upload box at the left of the screen, and open the folder where the file is located on your computer (PDF format is preferred, but most other common formats are acceptable).
 2. Find the corresponding file and double click on filename (or you can select the document and click the "open" button). The name of the document will appear in the upload box.
- E. In "Description" box, add a name that clearly identifies the document (e.g., "AG letter (proposed)").
NOTE: Next to the "Doc ID" box, make sure "Other" is displaying in the dropdown menu.
- F. Click the "Upload" button to the right of "Description." The document name and link to the document will appear under "Uploaded Other Document Types" on the left side of the screen.

Upload Description: Doc Id



- G. Repeat steps D, E, and F for each document.