

Steps for filing out a Guided Self Certification

- Fill out the Guided Self Certification the same way as you would a [Self Certification](#)
- Attach the **Guided Self-Certification Worksheet** and **supporting documentation / evidence** to the [Self Certification](#). (**Note:** The form must be saved before any files can be attached.)

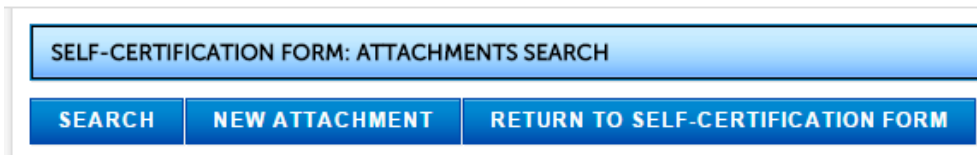
- Click **Attachments**



EDIT SELF CERTIFICATION: FAC-003-3 (IN-PROGRESS)

SAVE CANCEL CHANGES DELETE READY FOR SIGNATURE CREATE PDF ATTACHMENTS (0)

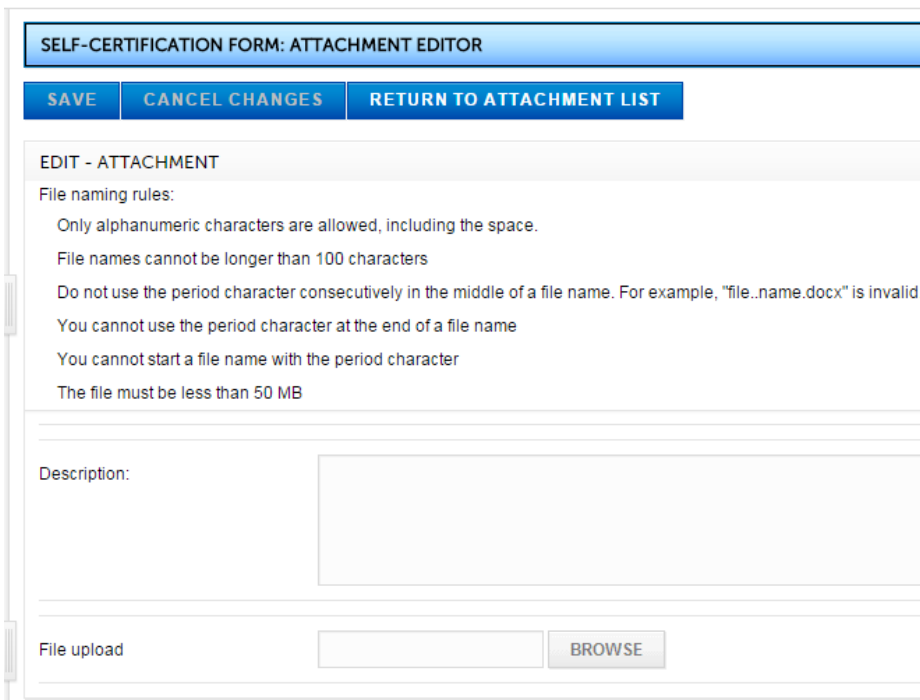
- Click **New Attachment**



SELF-CERTIFICATION FORM: ATTACHMENTS SEARCH

SEARCH NEW ATTACHMENT RETURN TO SELF-CERTIFICATION FORM

- Enter a **Description** and click **Browse**



SELF-CERTIFICATION FORM: ATTACHMENT EDITOR

SAVE CANCEL CHANGES RETURN TO ATTACHMENT LIST

EDIT - ATTACHMENT

File naming rules:

- Only alphanumeric characters are allowed, including the space.
- File names cannot be longer than 100 characters
- Do not use the period character consecutively in the middle of a file name. For example, "file..name.docx" is invalid.
- You cannot use the period character at the end of a file name
- You cannot start a file name with the period character
- The file must be less than 50 MB

Description:

File upload BROWSE

- Click **Save**