Attach a File to a PDF Form
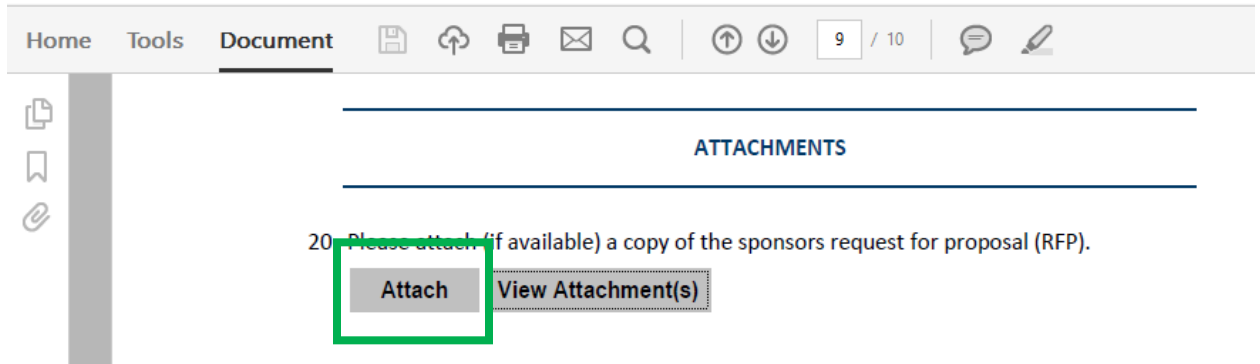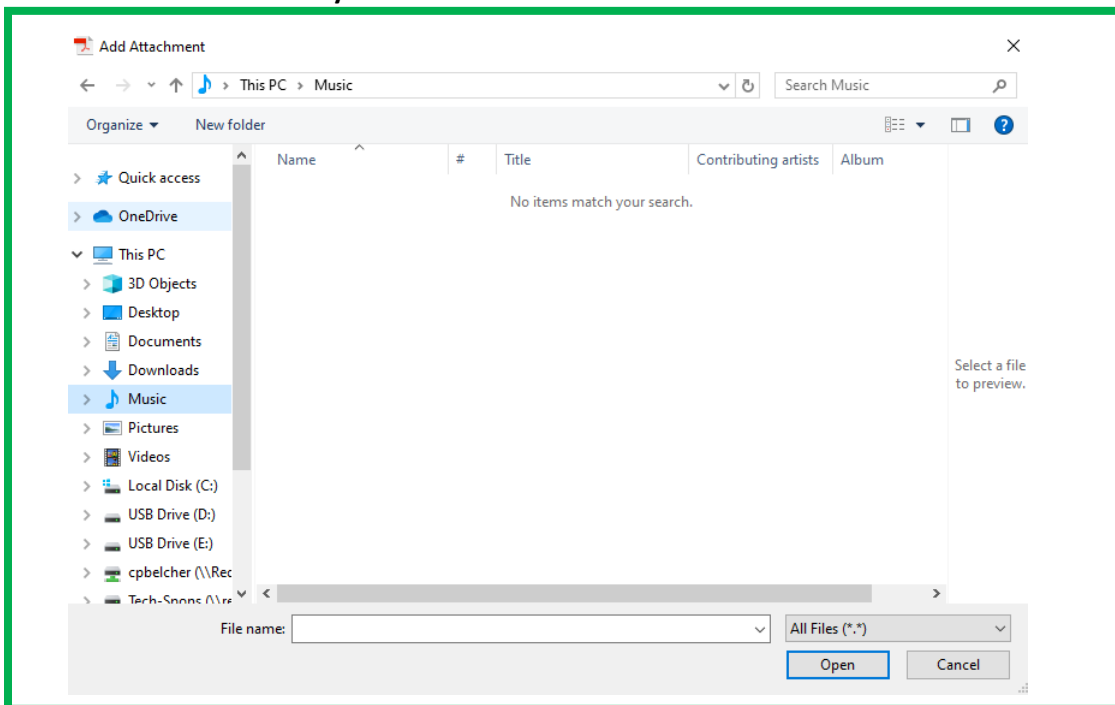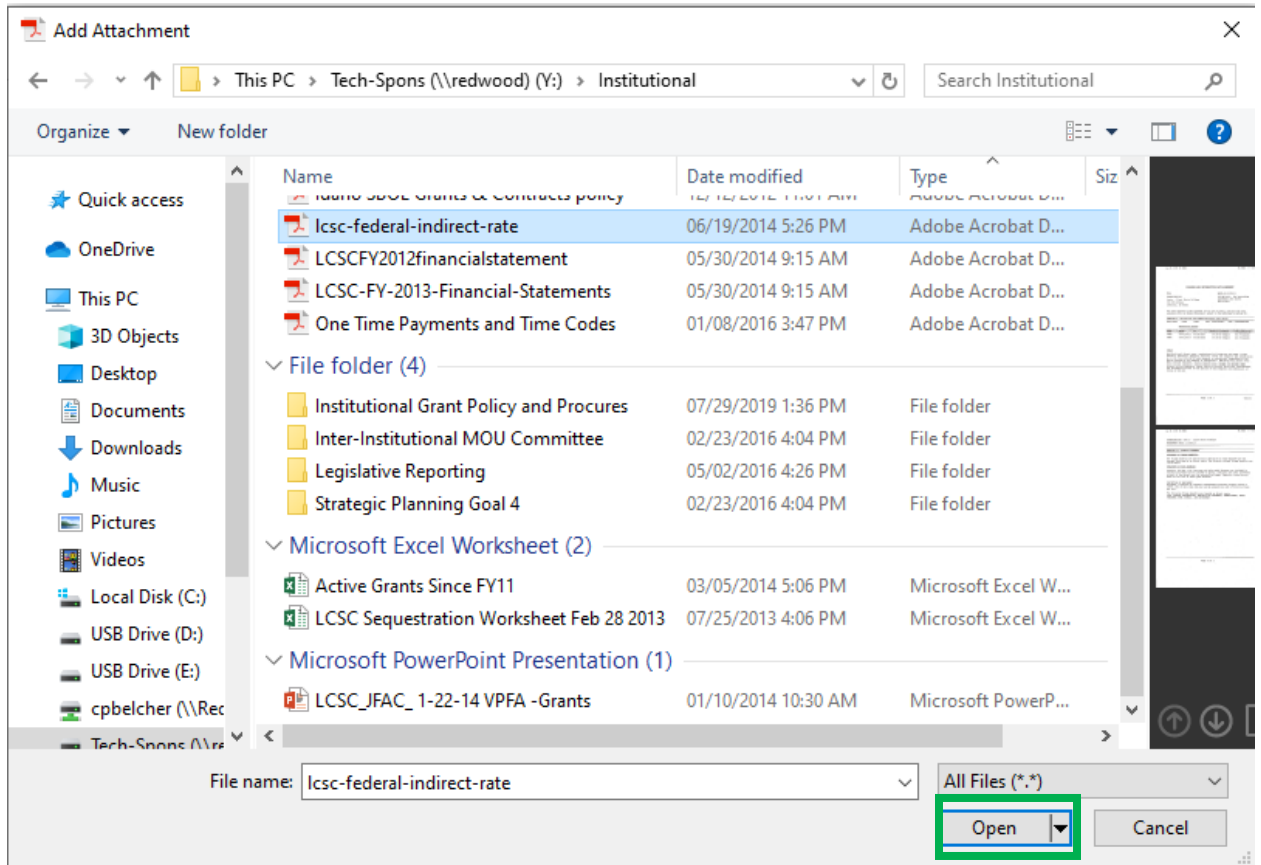

1. **Select the 'Attach' button on the PDF Form.**

2. **After you click on the 'Attach' button a 'Dialog Box' will open that will allow you to select the folder and document you want to attach.**
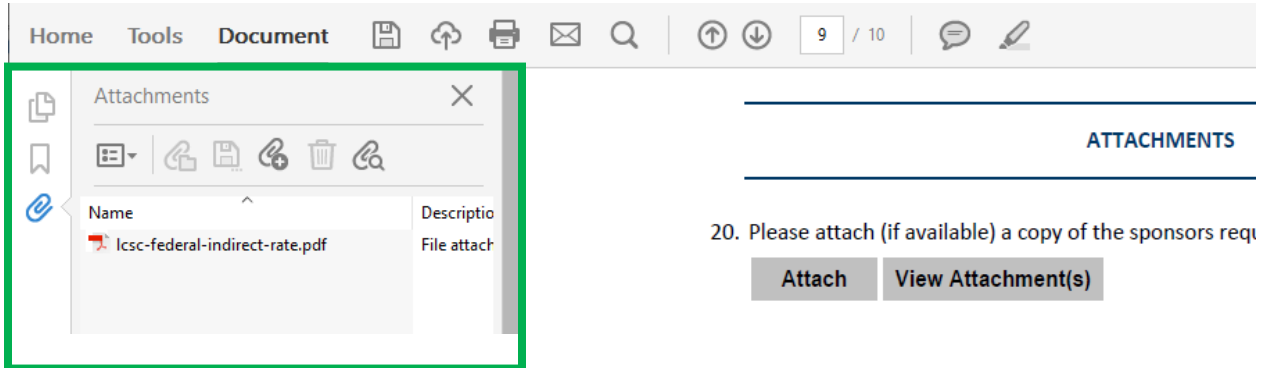
3. Once you have select the file that you want to attach to the PDF, click the '**Open**' button.

4. After you have clicked the 'Open' button the selected file will be attached to your PDF. To view which files are attached to your PDF click the '**View Attachments**' button.
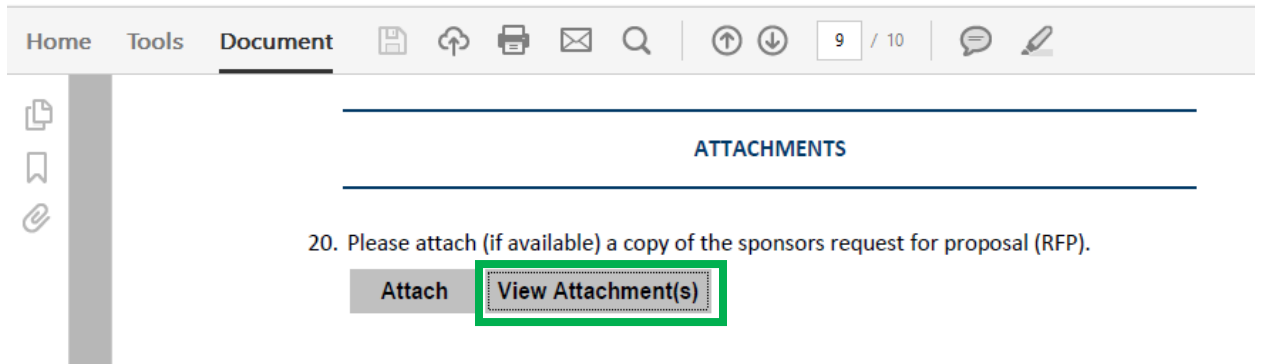
5. **After you have clicked the 'View Attachments' button a 'Side Menu' will open on the PDF which will show you what you have attached to the PDF. To hide the 'Side Menu' click the 'View Attachments' button again.**