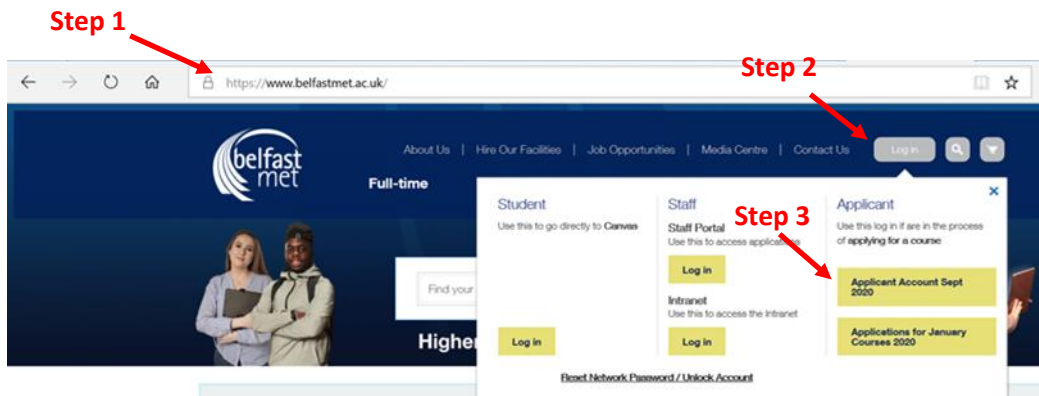
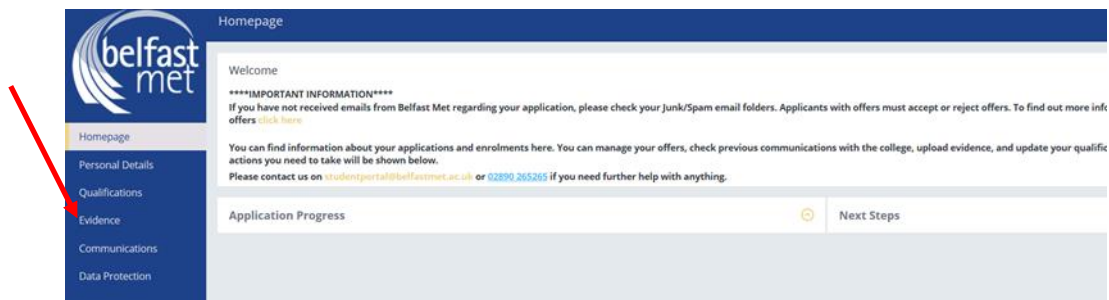


# Applicant guide on how to upload evidence to online application account (updated August 2020)

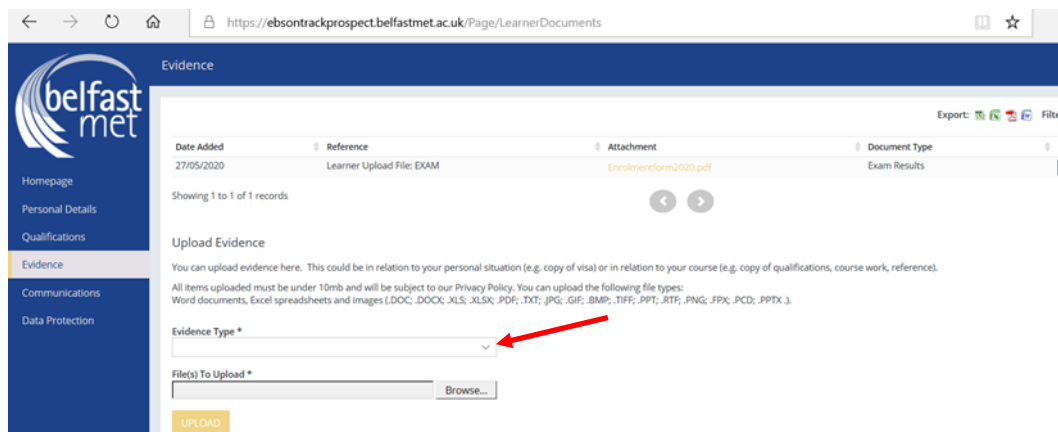
a) Log into account.



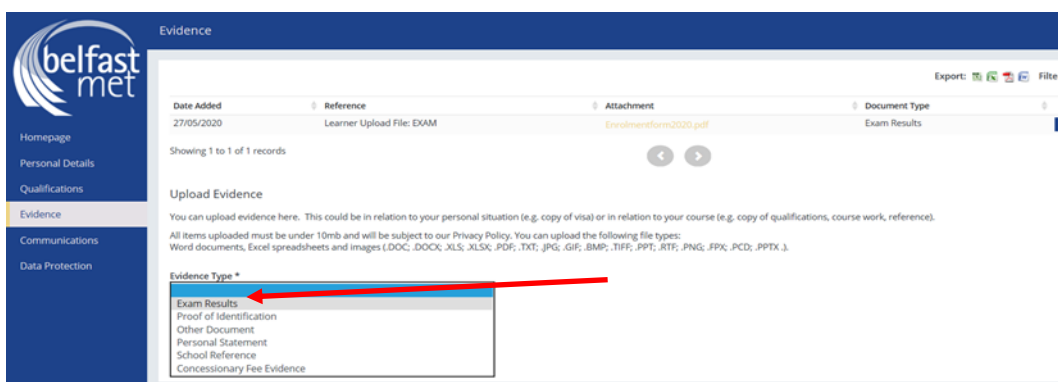
b) From Home Page, select **Evidence** option.



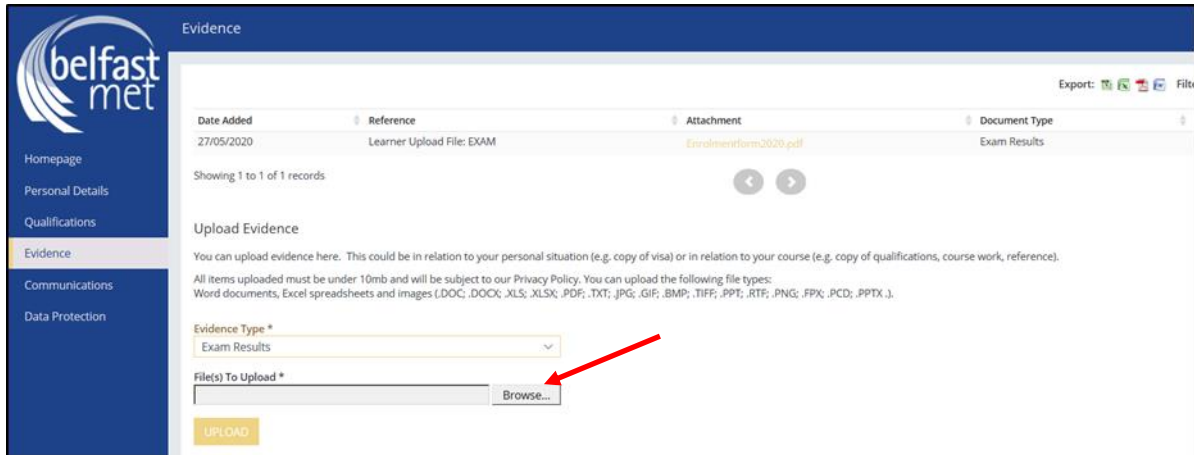
c) Click on arrow alongside **Evidence Type**.



d) Select **Evidence Type**

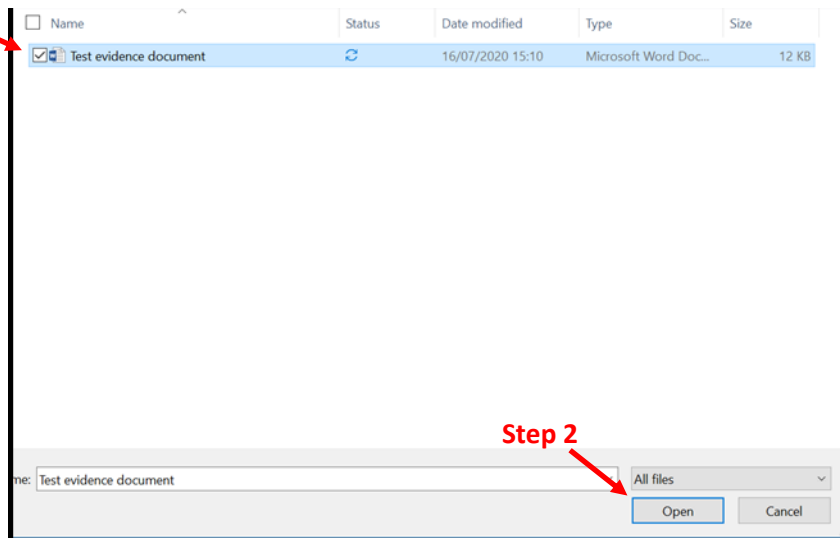


e) Click on **Browse**

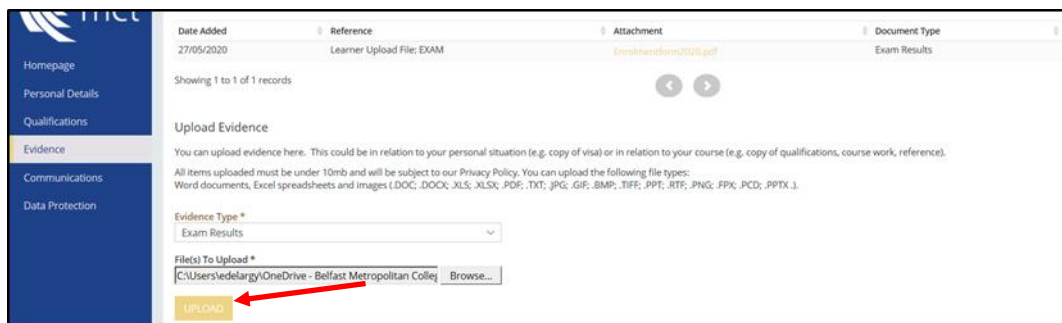


f) Locate the file to be uploaded. Click on the document to select, then select **Open**.

**Step 1**



g) User will be returned to **OnTrack** screen. Click on **UPLOAD**.



h) The uploaded evidence will show at the top of the screen. Use the Delete option if necessary.

