# Adding Documents to an Application

This document is designed to explain the process for adding documents to an application in RSS.

1) Open the application you wish you to add documents to.

2) On the left menu of the application, click "==ADD DOCUMENT==".
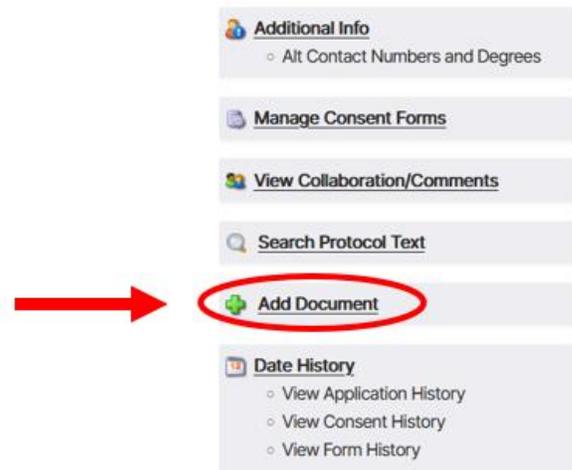
3) A separate window should pop up. You will click "==BROWSE...==" to select the document from your files that you would like to add (protocol, investigator brochure, advertisements, etc.).

Under "**description**" include a brief description to name the document you are adding. The IRB appreciates specific names for your documents indicating what they will be looking at (ex. Protocol, IB, CA, ICF, etc.)

4) Click "**UPLOAD**" when ready.

NOTE: please be patient while it uploads and wait for the message "**Document successfully uploaded!**" (see image below) to appear before closing out of the window.
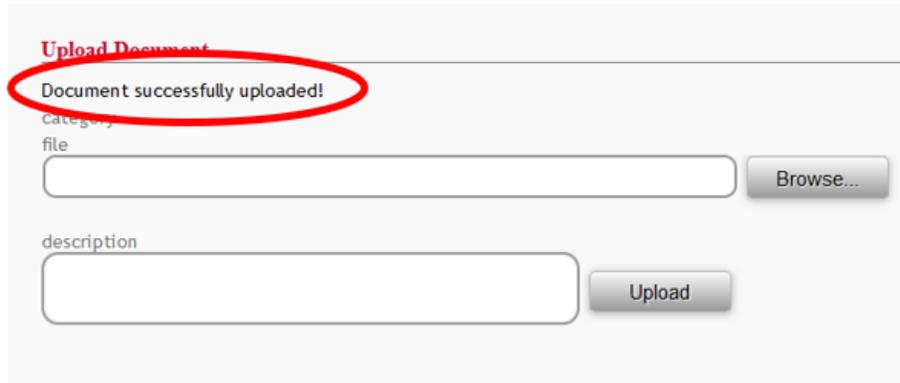
5) Any uploaded documents will now show up under the "**Add Document**" button in the left menu of your application.
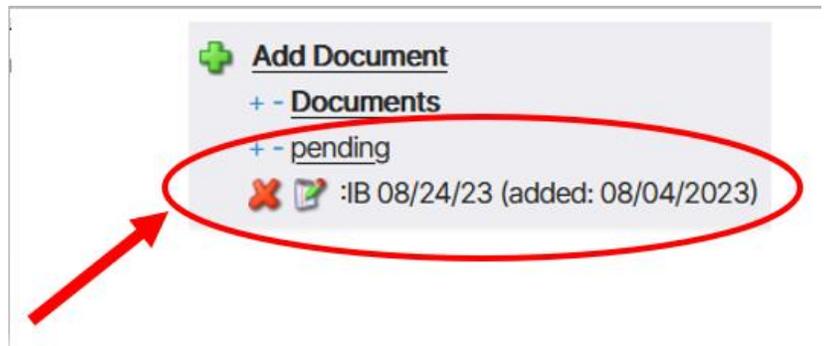
All documents will be under a folder listed as "pending". The assigned IRB analyst will take care of organizing all of your documents. There is no further action necessary.

NOTE: the red 'x' will allow you to **delete** any documents up until the application is submitted. Once the application is submitted, documents cannot be removed.

If you need a document removed after an application is submitted (ex. More than one copy of a document is accidentally uploaded), send a message through the message portal asking the analyst to delete it.