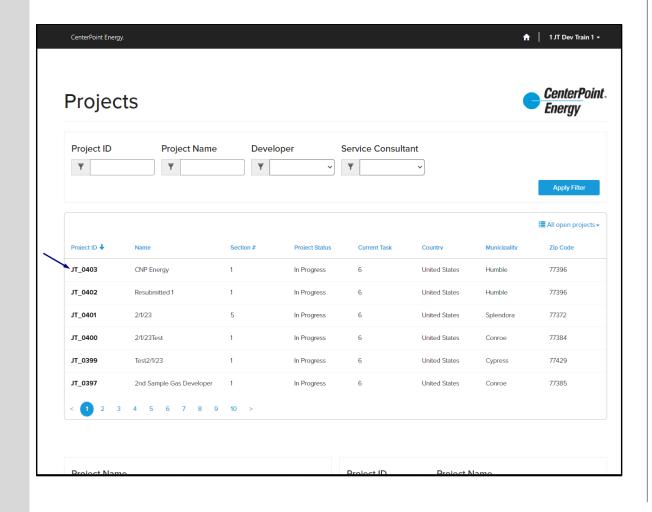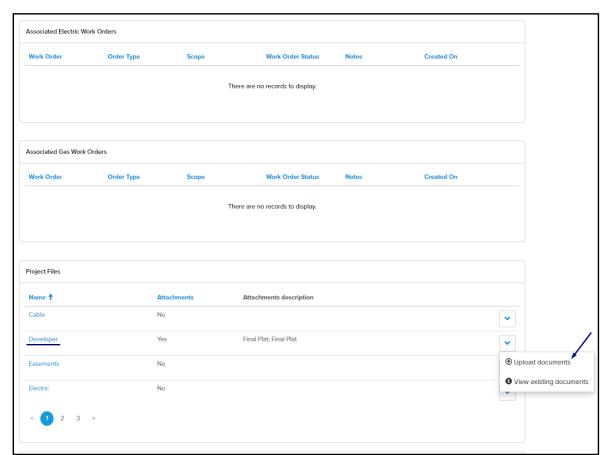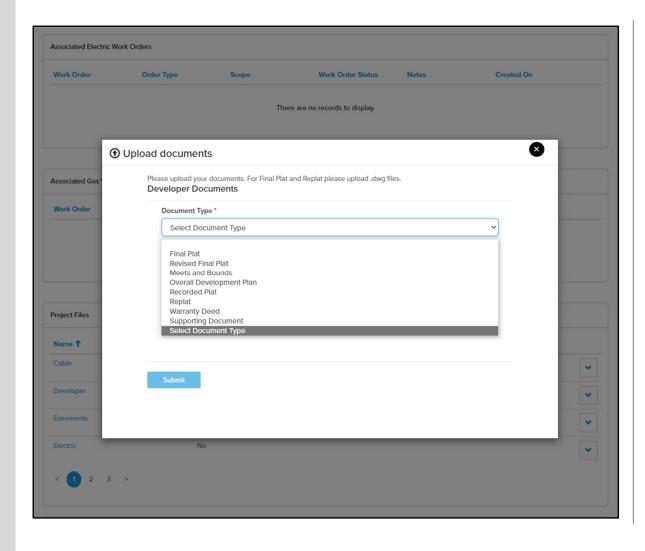# Attach documents in the portal

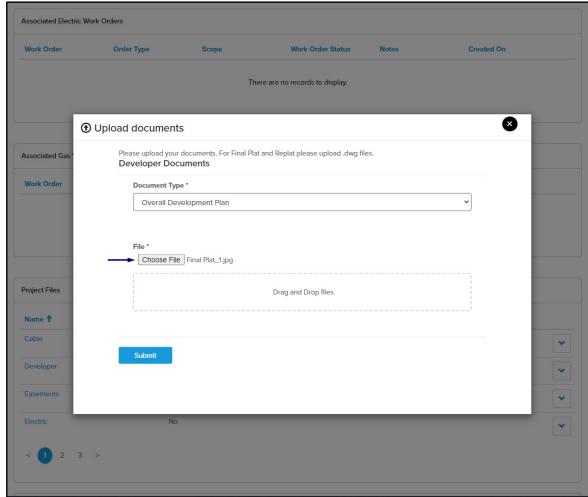## 1. Select the Project from the Project Grid

2. In the Developer tab select the "Upload documents" button under the chevron icon from the Project Files grid.

3. Select a document type.

4. Attach a file. You can drag and drop in the file section.

5. In the Developer tab select the "View existing documents" button under the chevron icon from the Project Files grid.

6. Select the name of the file to download.