

How to upload documents

When submitting an application you need to upload a copy of your license, registration or letter of compliance. On this page you can find out more about uploading documents with your online application.

You will need to upload these documents. In order to do this, you need to first have a digital version of your document. On this page you can find out how to create a digital version of physical documents and how to upload the digital version.

You can upload pdfs and jpgs

The application accepts uploads DOC, DOCX, PNG, JPG, JPEG, and GIF file format.

Digitize a document and convert it to pdf or jpg

There are different ways to transfer physical documents to a computer or mobile. This is called digitization.

Digitizing documents using a mobile device

Do you have a mobile device such as a smart phone or tablet? Then you can use apps to scan documents. There are several scan apps. Search in your app store. Make sure that the scanner saves the document as a pdf or jpg. There is a video about the use of the [Adobe Scan app](#) on this web page.

Scan apps use the camera from your phone or tablet. Place the document on the table, open the app. The app digitizes your document using the camera on your phone. Make sure you place the document on a dark background. And remember to save the document as a pdf or jpg.

Digitizing documents using a scanner

Do you have a scanner, for example on your all-in-one printer? Then you can scan your documents and save them on your computer. When you scan a document, it is not always immediately saved as a pdf or jpg: you often have to convert the document yourself to pdf format or jpg format.

Digitizing documents at a copy shop or printing service

If you do not have a mobile device or scanner, you can have your documents digitized at a copy shop or printing service.

Convert documents from a different file format to pdf or jpg

Do you have a digital document, but is it not a pdf or jpg? There is a lot of information on the internet about converting documents to pdf or jpg.

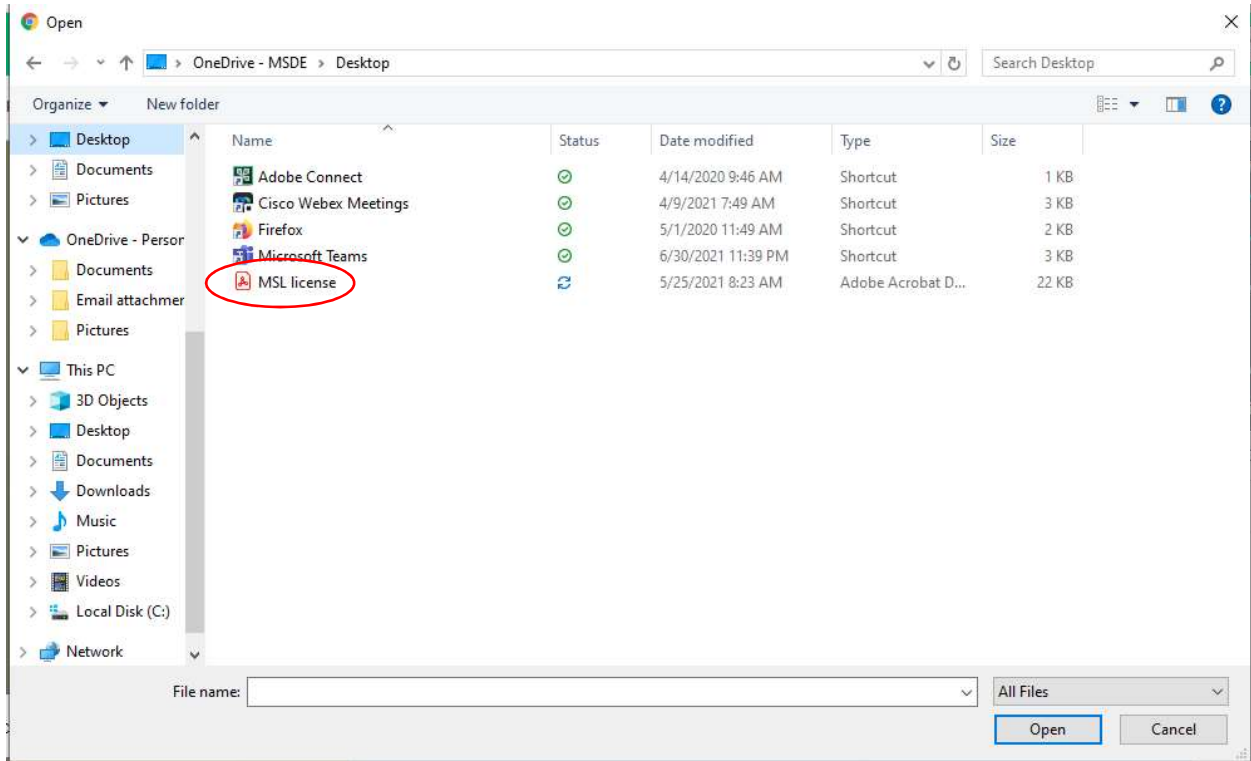
Upload documents with your online application

Do you have all the documents to accompany your application saved as pdf files on your computer or mobile device? Make sure that your documents are clearly named. The online application will show you when you need to upload which document.

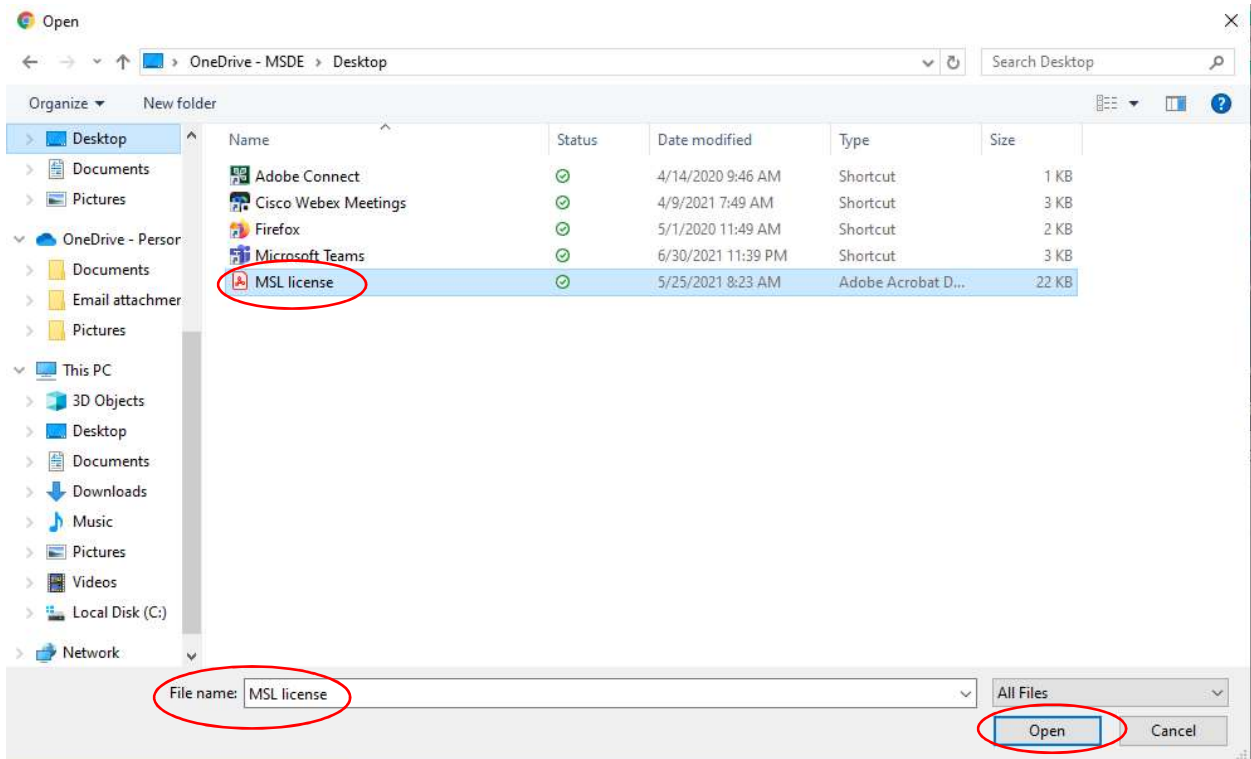
Uploading a document to your application on a computer works like this:



Select "upload a file"



Select the file you would like to upload.



Select "Open"

The file will be added to your application.

*** 7. Please provide a copy of your License, Certificate of Registration, or Letter of Compliance.**

Replace File



MSL license.pdf

Remove File