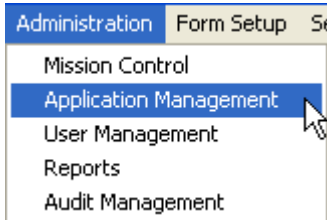
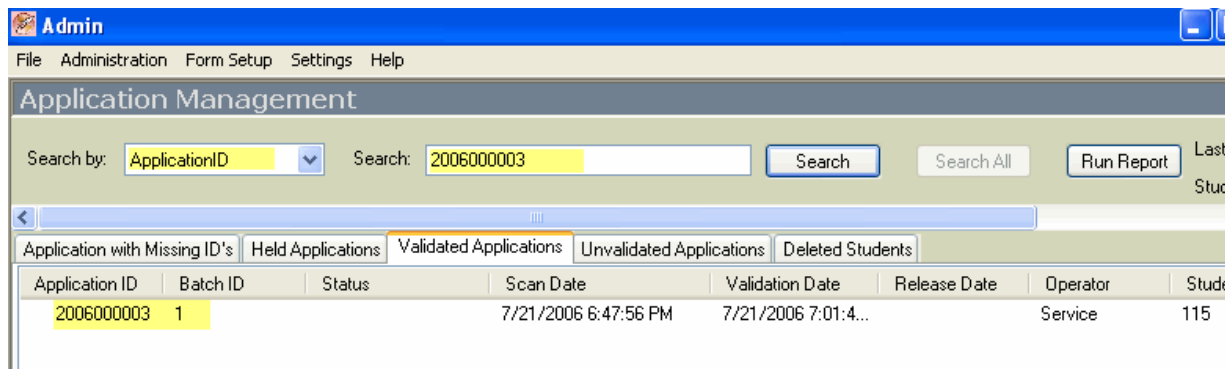


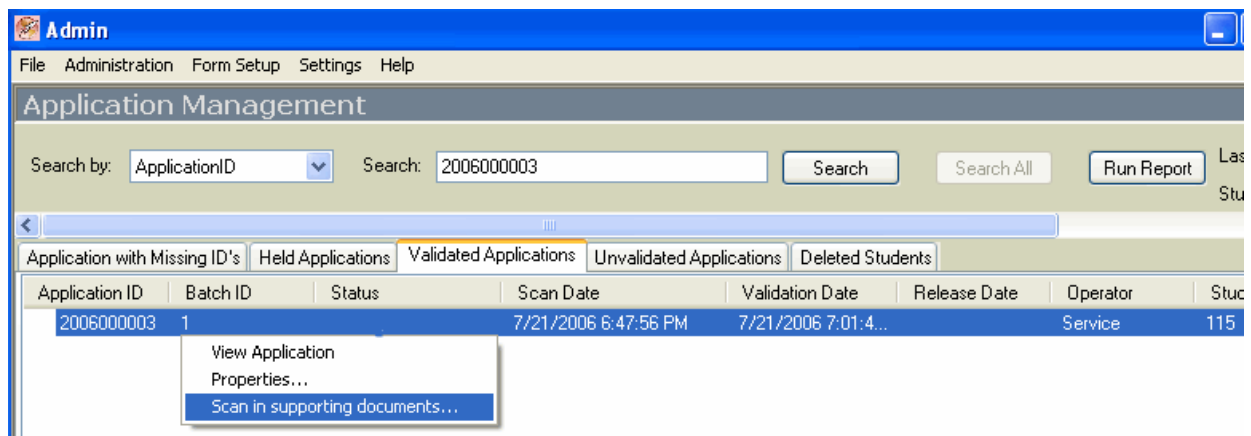
- Steps to follow when applications have been selected for verification or audit and the parent has provided supplemental documents which were not originally scanned with the application.
  - Open Admin and select Application Management from the Administration Tab



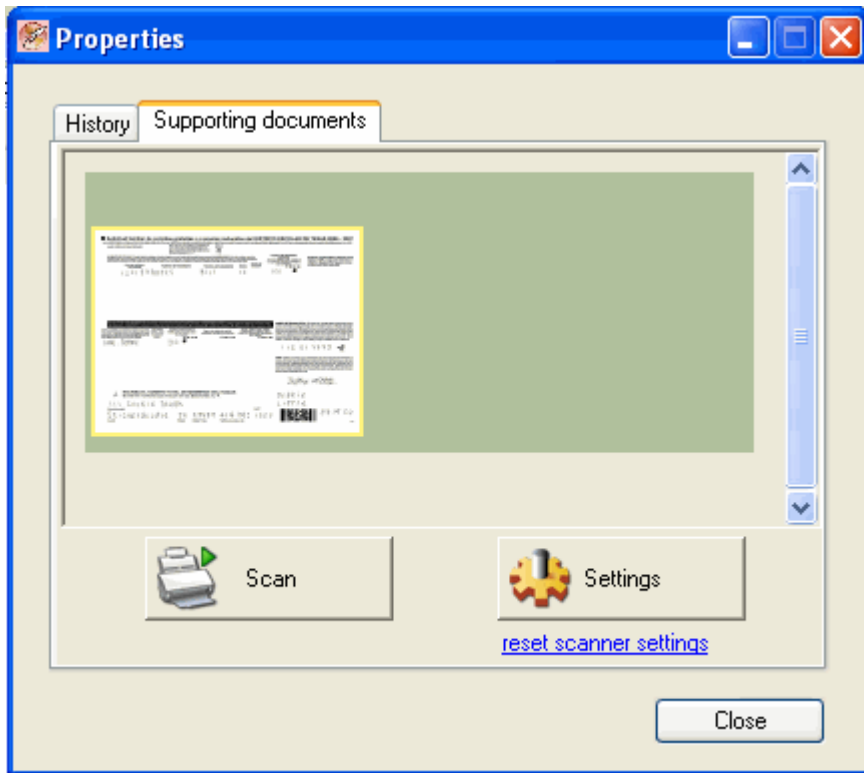
- In Application Management go to the Validated Applications Tab and search by the ApplicationID



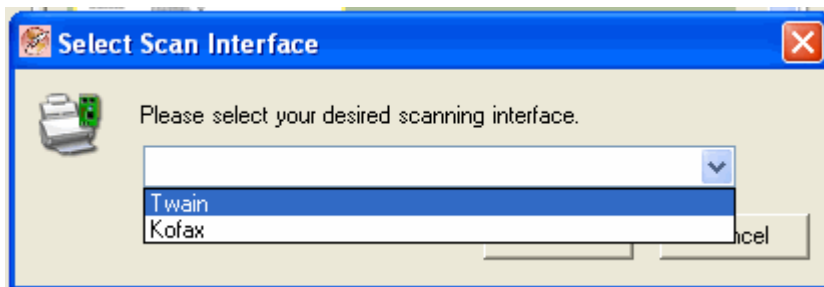
- (Load the supporting documents into the scanner)  
Right Click the Application and select Scan in supporting documents



- o Click the Scan Button



- o Select Twain Interface and Save



- o Select Scanner and Select. The scanner will scan the document(s) and may be viewed when View Image is selected.

