# Uploading and Deleting Attachments:

Login to CELS:

1. From the CELS home page, click **LOGIN TO PROVIDER ACCOUNT**.

2. Enter your login credentials on the **Keystone Key** screen and click **LOGIN**.

# To Upload an Attachment for a Submitted Application:

1. From the **CELS Home** screen **CEL Application** table, click on the **paperclip** icon for the submitted application.
2. From the **Attachments** dialog box, click the **Choose File** button.
3. Navigate to the file to attach to the application. **Note: *You can only upload the following types of files: .pdf, .doc, .docx, .jpeg, .jpg.***
4. Click on the file to attach, then click **Open**.
5. On the **Attachments** dialog box, click the select drop-down and select the desired State, Territory, or Tribe.
6. Click **Upload**.
	1. Only one file may be uploaded at a time.
7. Confirm that the document name now appears in the **Attachment Title** table.
8. Click **Save**.

# Uploading Attachments – New Application - Previous Address /Closed Shared State

1. While creating a new application, on the **Applicant Address Information** screen, complete the **Previous** Address fields.
2. If the applicant has resided at this out of state address within the last 5 years, click **Yes** to the question “*Has the applicant resided at this out of state address within the last 5 years?”*
3. An additional question displays: “*Has the applicant requested their clearances from this state?*”
4. Clicking the **Yes** radio button will cause a new hyperlinked message to appear: “Upload/View Out of State Clearance”.
5. Click on the **Upload/View Out of State Clearance** hyperlink
6. The **Attachments** pop up dialog box displays.
7. Click **Choose File** to navigate to the file/attachment to upload. Select the file and click **Open**.
8. From the Attachments pop up, click **Upload**.
9. Confirm that the uploaded file name displays in the **Attachments** table in the **Attachments** pop up dialog box.

# Uploading Attachments – CVU Worker Requests Additional Information

1. The Provider submits a CEL Application with a previous address that has a Closed Shared State.
2. A CVU worker requests additional information from the Provider regarding the previous address.
3. The Provider logs in to their CELS account.
4. From the **Home** screen, click on the **Message** hyperlink at the top of the screen.
5. From the **Message** screen’s **Application Messages** table, click on the **eyeball** icon for the Out of State Clearance Request message.
6. Click the **View** icon for the new record.
7. On the **Message Details** pop up, click the **Respond** button.
8. From the updated **Message Details** pop up:
	1. Enter any desired text in the **Response** dialog box.
	2. Click the **Affirmation** checkbox.
	3. Update the eSignature field.
	4. Click on the **Upload Out of State Clearance** hyperlink.
9. Click **Choose File** to navigate to the file/attachment to upload. Select the file and click **Open**.
10. From the **Attachments** pop up, select the State/Territory/Tribe and click **Upload**.
11. Confirm that the uploaded file name displays in the **Attachments** table in the **Attachments** pop up dialog box.
12. Click the **Save** button. From the **Message Details** pop up, click the **Send** button.

**Note:** Only one file can be uploaded at a time.

# To Delete an Attachment:

1. From the **CELS Home** screen **CEL Application** table, click on the **paperclip** icon for the submitted application.
2. From the **Attachments** dialog box, click the **waste can** icon for the attachment you need to delete.
3. At the **Delete Confirmation** dialog box, click **OK**.
4. Click **Cancel** on the **Attachments** dialog box to return to the CELS.



**For further assistance on *Provider Uploading Attachments,* please refer to the Chatbot on the CELS Site,** [**www.pelican.state.pa.us/cels**](http://www.pelican.state.pa.us/cels)**.**