

## Uploading Documents to Requirements in Certified Profile

1. For each of the options below, you will need to first go to the Document Center, which is located on the left side of your Certified Profile account.
2. Go to the Clinical Requirements portion of your To-Do List, and click the plus sign beside the requirement for which you want to upload the documentation.

### Uploading a Document or Multiple Documents to a Requirement from Your Computer

1. Click Upload File and then Computer.
2. Next, choose the file from your computer.
3. If you need to attach more than one file to the requirement, click Upload Another File, and select your second document. You can continue this process until you have uploaded all of your documents to the requirement.
4. Once you have uploaded all of your documentation, click the Submit button to send your documentation for review.

### Uploading a Document Previously Submitted for a Different Requirement

1. Click Upload File, and then choose My Documents. All documents you upload are stored here.
2. Select the appropriate folder, and locate the file that you want to attach to the new requirement.

### Faxing a Document to a Requirement

1. Click Other Options, and then choose Fax when the selection box displays. You will receive a pop-up warning you that this cover sheet is only specific to this requirement.
3. Print the fax cover page, and follow the instructions provided on the form to fax the documentation. If you want to fax documentation to more than one requirement, print out the fax cover sheets for each specific requirement.
4. When faxing, the documentation should be faxed in the following order: fax cover sheet, supporting documentation, fax cover sheet, supporting documentation.

### Faxing a Document to Multiple Requirements

1. If you need to fax the same documentation to more than one requirement, you will need to follow the same process of faxing the cover sheet and the supporting documentation one after the other.
2. In order to only fax once, you will need to either print out multiple copies of the supporting documentation and have it placed after each requirement cover sheet, or you can fax each requirement separately and have the requirement cover sheet precede the documentation and switch the coversheet after each fax.

### Mailing a Document for a Requirement

1. Click Other Options, and then choose Mail when the selection box displays. You will receive a pop-up warning you that this cover sheet is only specific to this requirement.
2. Print the cover page. If you want to mail documentation for more than one requirement, print out the cover sheets for each specific requirement.
3. When mailing, the pages of the documentation should be in the following order: cover sheet, supporting documentation, cover sheet, supporting documentation.

Mail to: CertifiedProfile  
1845 Sir Tyler Drive  
Wilmington, NC 28405  
Attn: TDL Document Center

I NEED HELP!!!

If you need assistance, please contact **CertifiedProfile** at **888-914-7279** or [cpservicedesk@certifiedprofile.com](mailto:cpservicedesk@certifiedprofile.com), and a Student Support Representative will be available Monday – Thursday 8am-8pm, Friday 8am-6pm, & Sunday 10am-6:30pm EST.