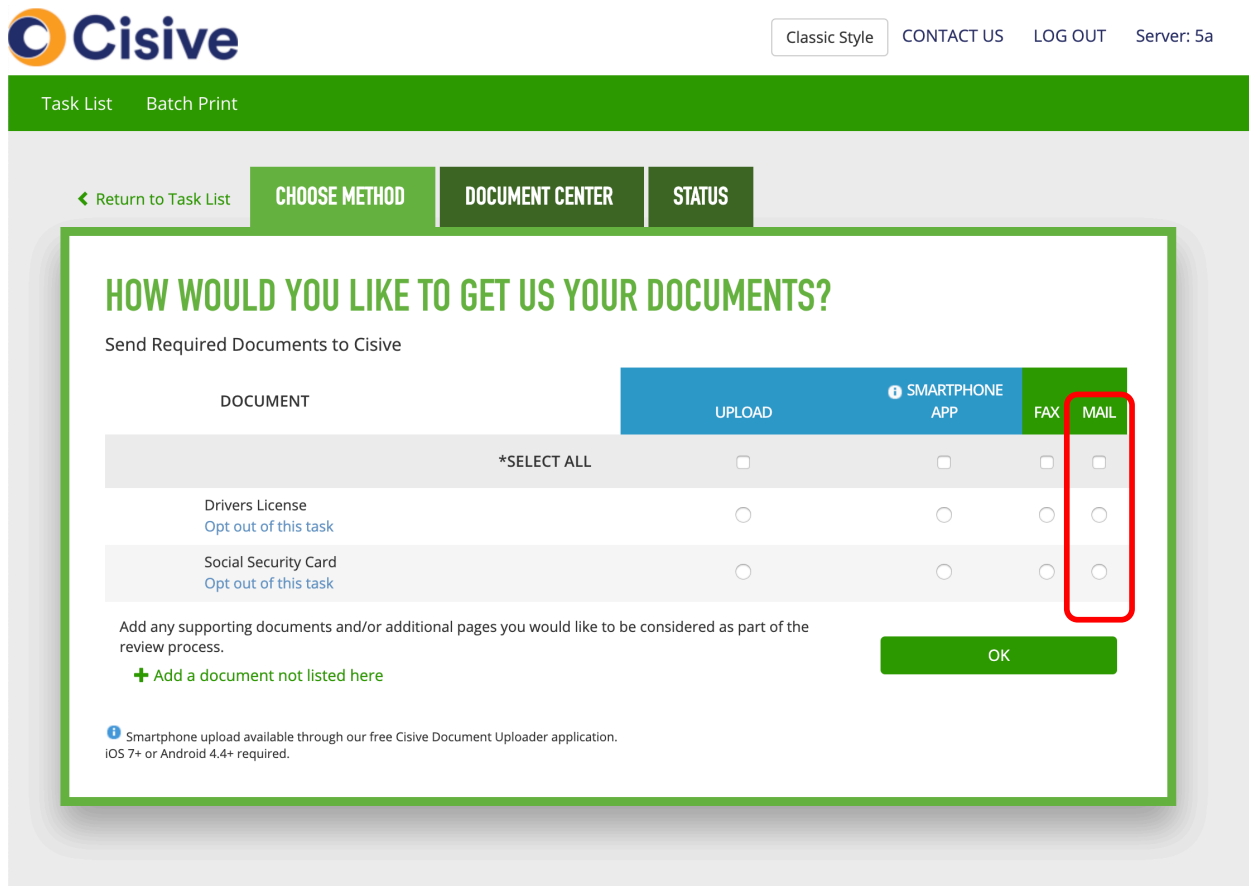# Mail Process

How it works: The Document Upload Portal

- Once you click on the task to supply documents, you will be directed to the **Document Upload Portal**.
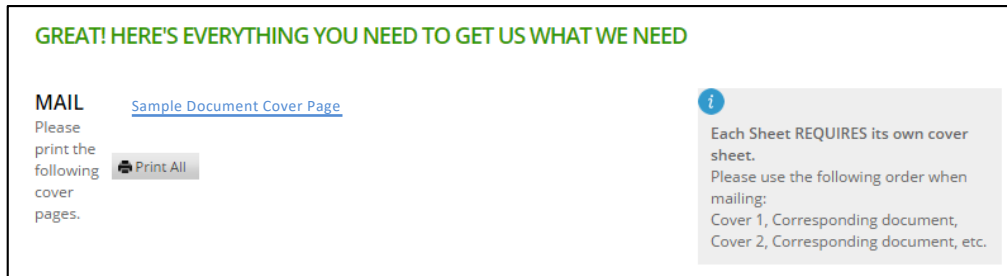

- In the **Choose Method** tab, you can select how each document will be uploaded. For each document you would like to mail, select the option under the Mail column.

Mail Process

How it works: The Document Upload Portal

- Once the mail option is selected, the **Document Center** tab of the portal gives instructions to print cover sheets. Each documented which was selected under the mail option will be listed in the document center tab.

- You may select the cover pages individually or print them at once with the **Print All** button.

> GREAT! HERE'S EVERYTHING YOU NEED TO GET US WHAT WE NEED
>
> MAIL   Sample Document Cover Page
> Please
> print the   🖶 Print All
> following
> cover
> pages.
>
> ⓘ
> Each Sheet REQUIRES its own cover sheet.
> Please use the following order when mailing:
> Cover 1, Corresponding document, Cover 2, Corresponding document, etc.

- Each document will generate a unique cover sheet. Cover sheets will be presented as PDF documents for you to print.

- Prior to mailing, pair your documents with their corresponding cover sheet (inserting the cover sheets as the first page).

- Next, mail your documents to the address listed on the supplied cover sheet.

- Once the mail is received, the document will be processed by Cisive and added to the **Status** tab and the request is considered complete.