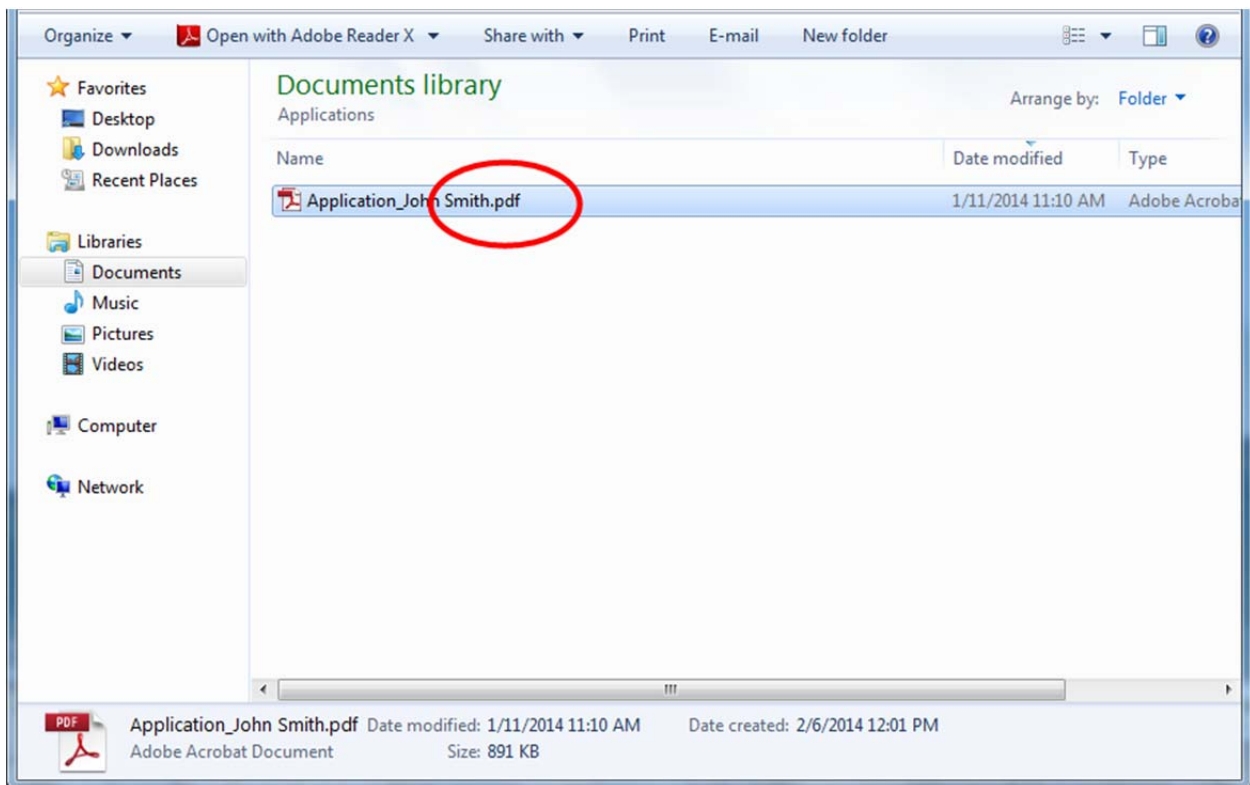


# Attaching an Application or Supporting Documents to an Email

In order to successfully attach and email an application or supporting document to CCMS, the recommended file size is less than 1 MB and only documents in the following formats are accepted: Portable Document format [PDF] or Joint Photographic Experts Group [JPEG].

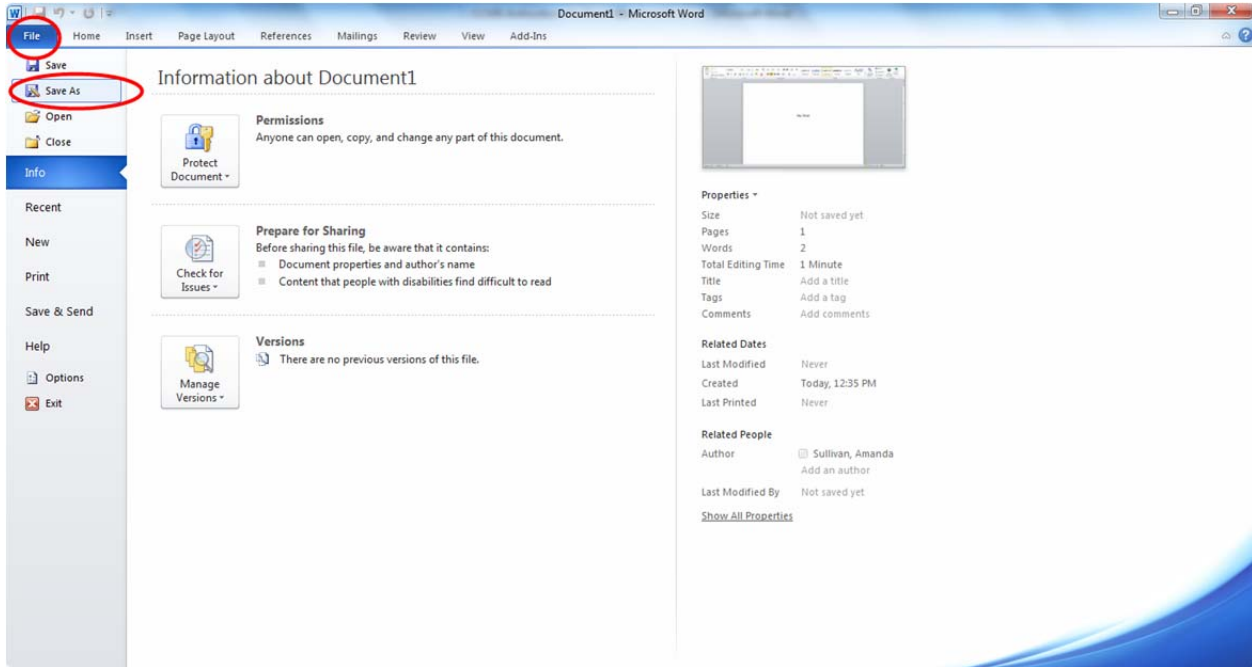
**To ensure that the file is saved in the correct format:**

If you have already saved the document, verify the end of the file name includes “pdf” or “jpeg”

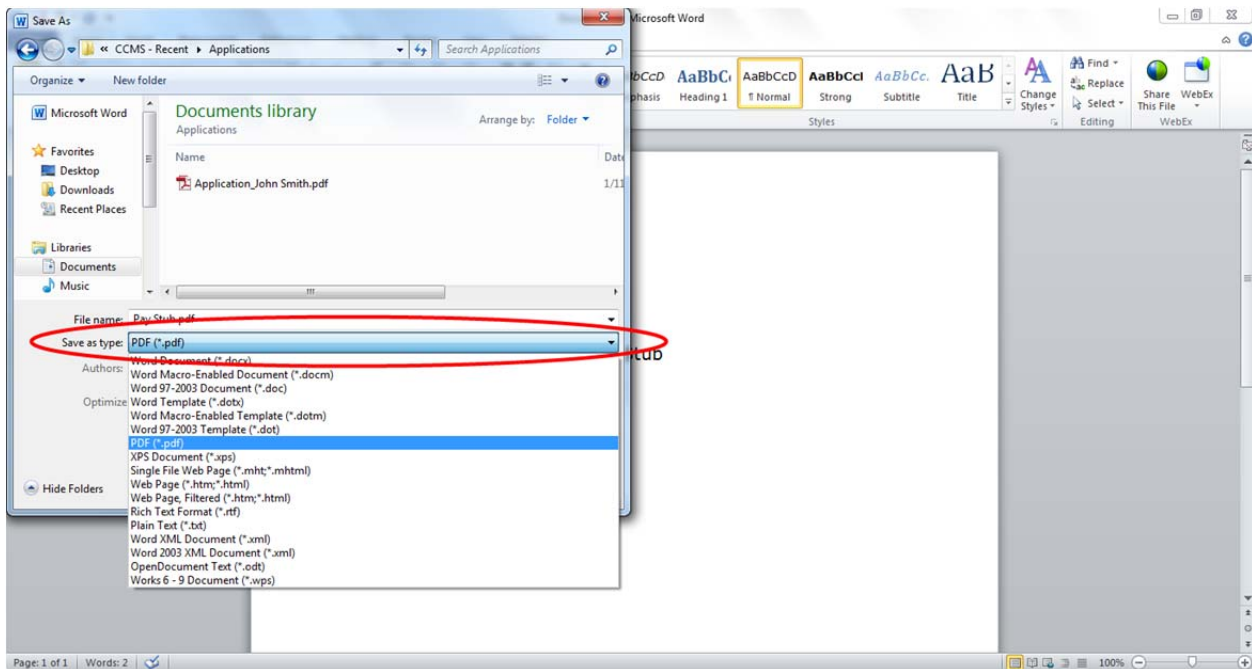


If you have not yet saved your document or to change the file format:

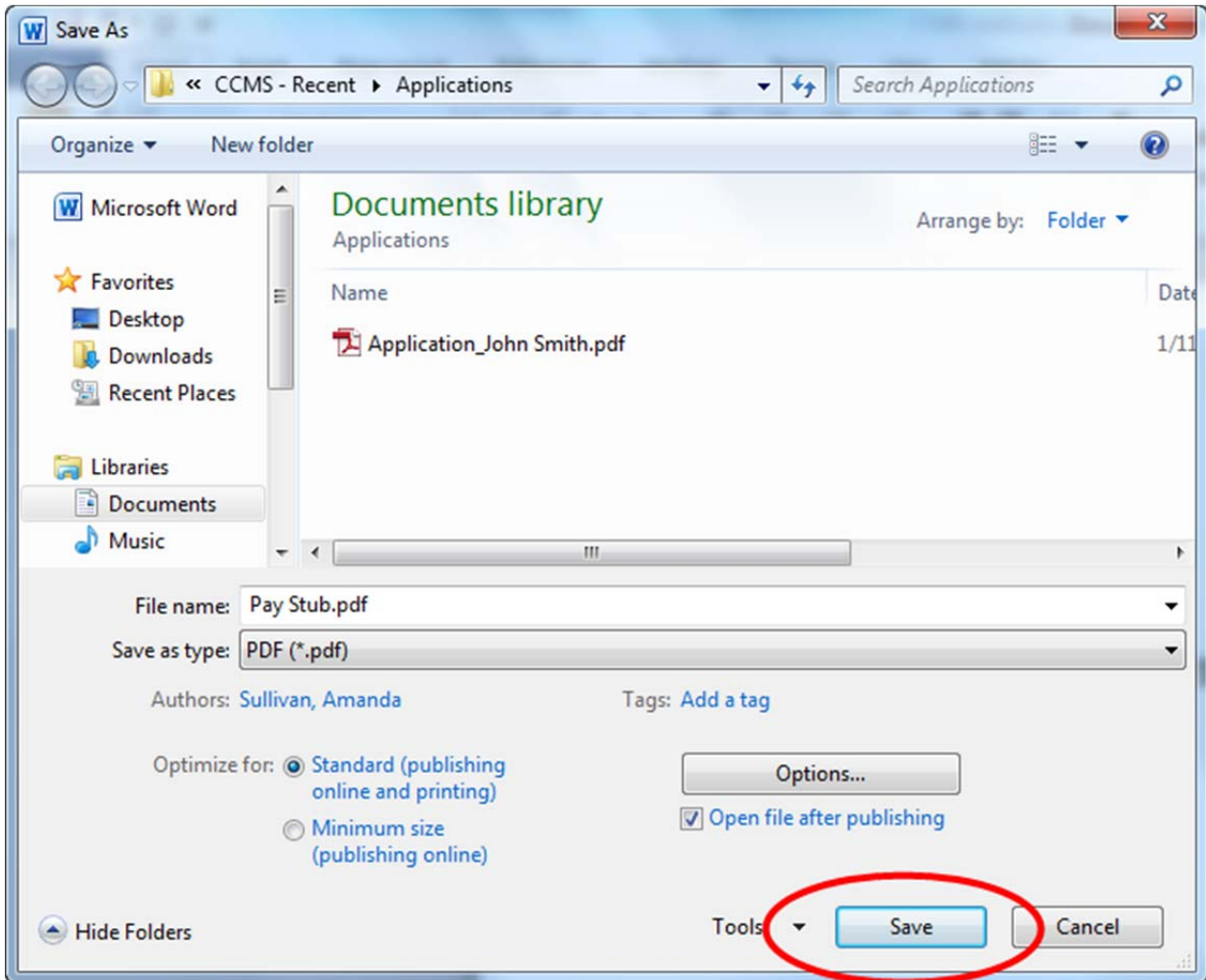
1. Open the document
2. Click “File” in the upper left corner
3. Click “Save As”



4. Select one of the approved formats (preferably .PDF) in the “Save as type” field.

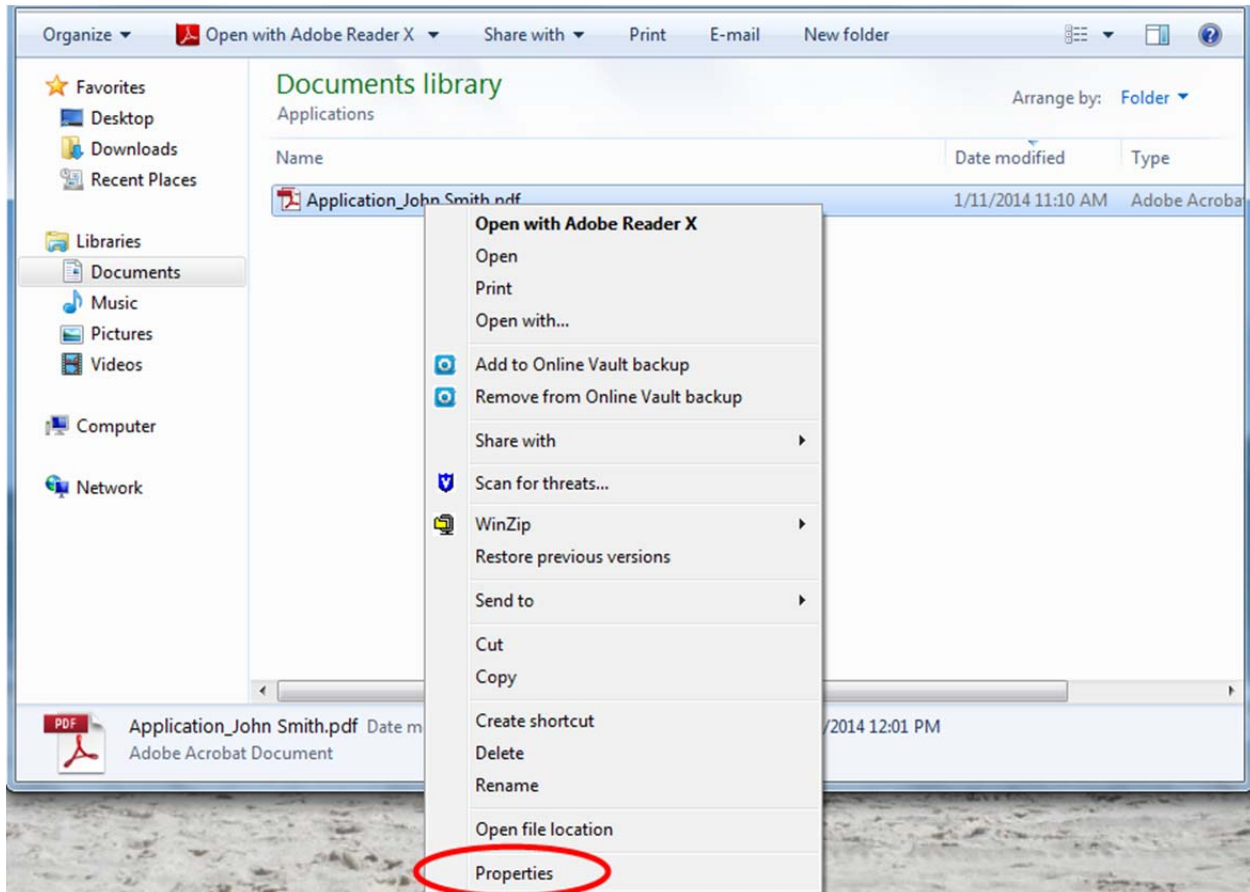


5. Click Save.

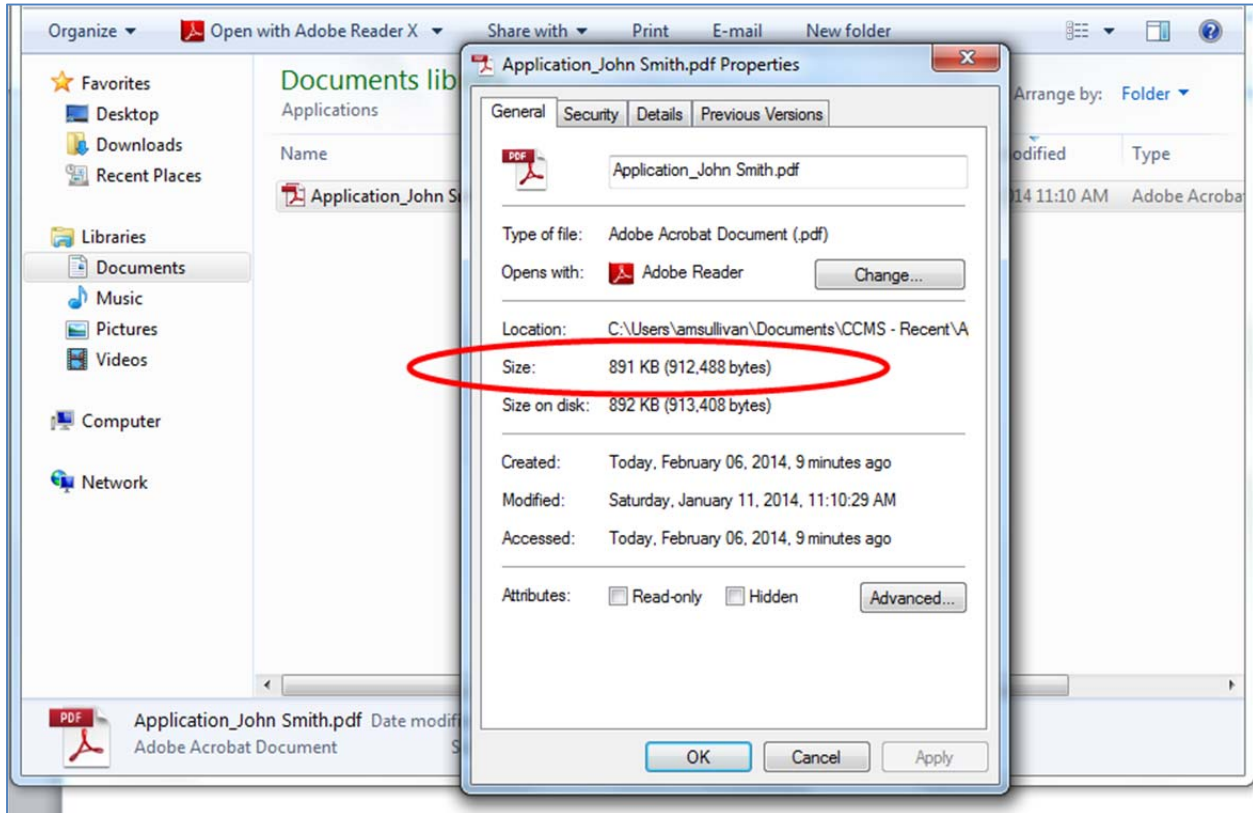


## To check the size of the file:

1. Right click on the file from the folder you saved it
2. Select "Properties"



3. Look at the "Size" and check that it is less than 1 MB (the size is typically shown in Kilobytes (KBs) as in the screenshot below - 1 MB is equal to 1024 KBs)



4. If the file size is 1 MB or greater, contact your local IT Administrator to determine what software is currently installed on your computer to use to compress the file size to a smaller size

	<p><b>1. Should I also submit supporting documents with applications and redetermination forms?</b></p>
	<p>Yes, you should follow the same procedure.</p>