How to upload a file ... in five easy steps:

At the bottom of the referral form there is a button for uploading files-
Step 1.

Step 1. Click the Browse button to choose which file to upload.

Step 2.

Step 2. Choose the file you want to upload by clicking on it.
Step 3.

Notice that the name of the file you selected now appears here.

Step 3. Type a short description of what’s in the file, so that the Specialist doesn’t have to guess.

Step 4.

Step 4. Click the Upload button and wait for the file to be sent to the server. If the Internet connection is slow, this may take several seconds.
Step 5.

Notice that the details of the file you have uploaded are now displayed.

Step 5. Click the Finished button. If you have another file to send, then click Upload instead.