

Instructions for Uploading Documents in PHLContracts

Log in to PHLContracts and make sure you are in the Seller Admin role, not the Seller

Click the user icon  on the top right of the screen. If Seller appears, click the down triangle, then select Seller Admin. The screen will refresh with the Seller Admin role.

- Select **Maintain Organization Information** and then select **Maintain General Organization Information**.
- Scroll down to **Attachments**.

Attachments

Download	File	Description	Size
	Apply_Button_01.jpg	Test File 1	87,1
	Apply_Button_02.jpg	Test File 2	73,3
	Apply_Button_03.png	Test File 3	546,
	Comment_Button_01.jpg	Test File 4 Uploaded by Vendor	30,8
	Reminder_04.png	Test File 5 Uploaded by Vendor	147,
	Italy_01~1.jpg	Consent and Authorization Agreement	144,
	Beavoosear_01.jpg	Consent and Authorizaton Agreement - Updated	83,9
	cute_cat_01.jpg	Test File 6	154,
	cute_cat_02.jpg	Test File 7	749,
	Test Upload.docx	Consent and Authorization Agreement	13,9

File: Choose File No file chosen

Description:

Upload

- Select **Choose File**, click the file you want to upload, and click **Upload**.