

# UPLOADING A DOCUMENT ONLINE

This section is included as an overview of the online process for a user. The actual online experience is dependent upon configurations and as such may vary from the steps included within this section.

## *Uploading a Document*

1. Log on to the Iron Data Online website.
2. Select **ONLINE SERVICES**, and then select the **Upload Documents** link.

The screenshot shows the Iron Data Online website interface. At the top, there is a navigation bar with links for 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. The 'ONLINE SERVICES' menu is expanded, showing various application types: 'Vessel Transactions' (Boat Title and/or Registration Application, Boat Registration Renewal, Duplicate Registration, Replacement Title), 'Activities' (Current Information, Address Change, AIS Permits, Boater Education Card Replacement Application, Charter Boat License Replacement Application, Charter Boat License Renewal, Outfitter and Guide Application, Pay Fees, Print Temporary Permit, Upload Documents), and 'Look up and Download' (Guides and Charters Lists, Online Lookup). A red arrow points to the 'Upload Documents' link under the Activities section. Below the menu, a message box states: 'Permit anytime until its expiration date.' and 'Uploading a Document - If you start an application and do not have all the required documents ready to upload, save the application to return later to complete. To continue the application or renewal, click on the application type on the left then click Continue. Acceptable'. At the bottom, there is a 'More Online Services' section with links for 'Continuing Education', 'Vessel Transactions', and 'Activities'.

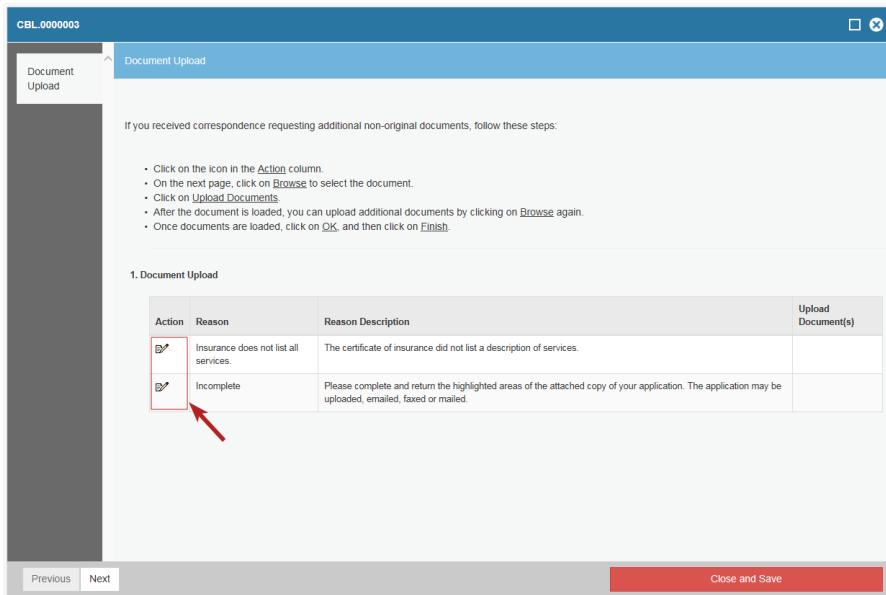
**Note:** You can also scroll down to the **Activities** section, and then click the **Upload Documents** link.

3. Select **Start**.

The screenshot shows the Iron Data Online website interface. At the top, there is a navigation bar with links for 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. Below the navigation bar, there is a section titled 'Anytime Payment' with a table. The table has two columns: 'Board' and 'License'. There is one row with the value 'CAVU State Board' in the 'Board' column and 'CBL.0000003' in the 'License' column. A red arrow points to the 'Start' button at the bottom left of the table.

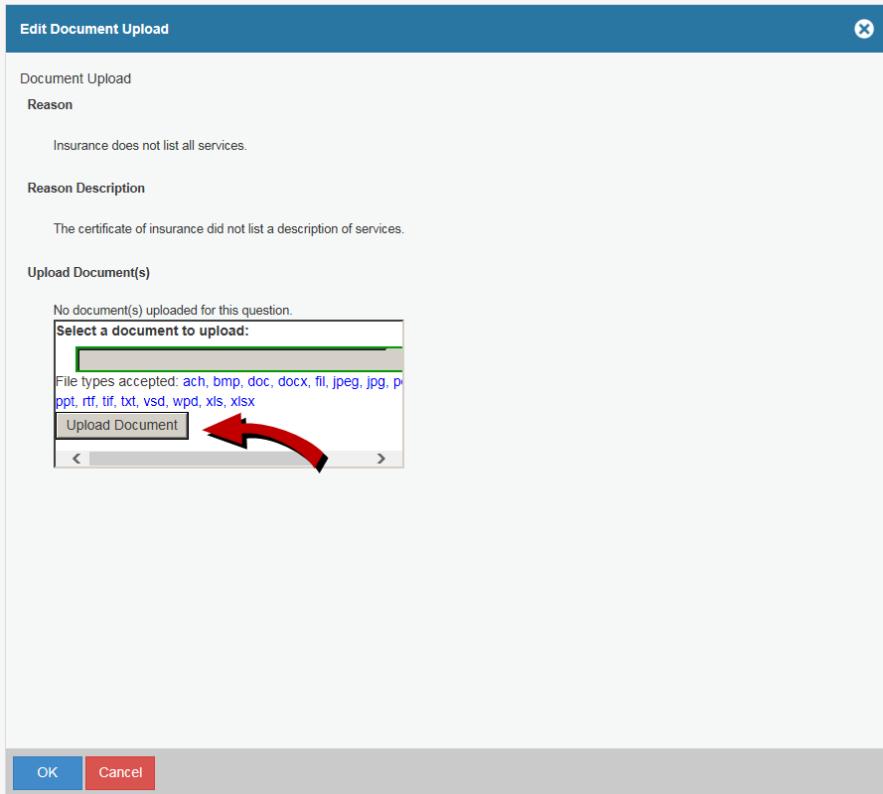
The **Document Upload** dialog box opens.

4. Select the edit icon in the **Action** column.



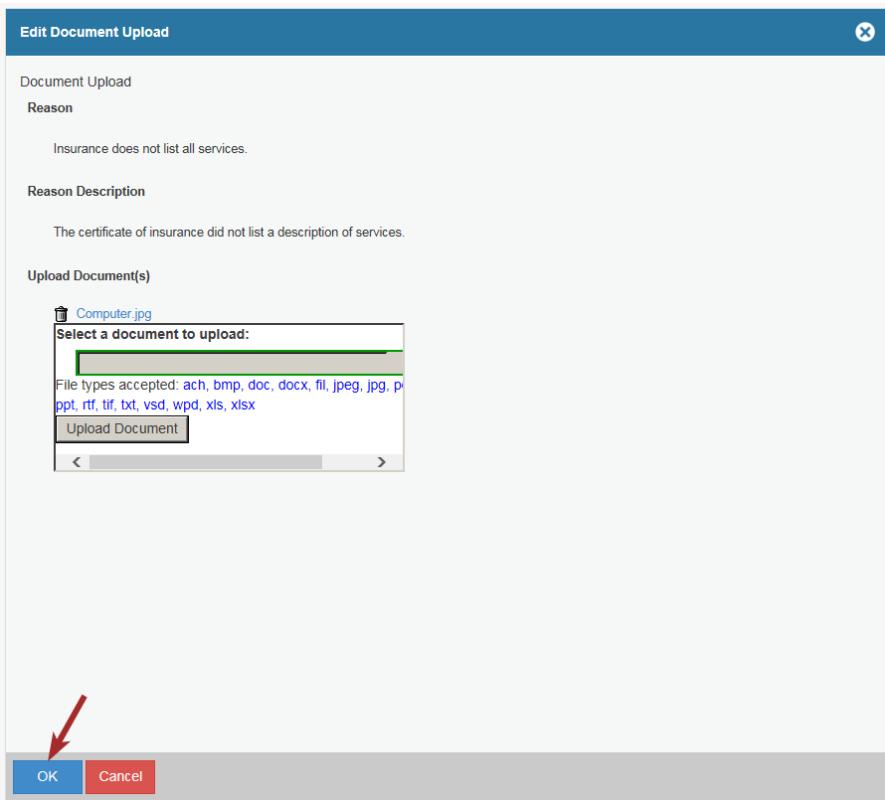
The **Edit Document Upload** page displays.

5. Select **Browse** to select the document, and then select **Upload Document**.



The uploaded document displays.

## 6. Select OK.



The uploaded document is listed on the **Document Upload** page.

The screenshot shows the 'Document Upload' page. At the top, it says 'CBL.0000003' and 'Document Upload'. Below that, it says 'If you received correspondence requesting additional non-original documents, follow these steps:'. A list of steps is provided. Then, it says '1. Document Upload' and shows a table with two rows:

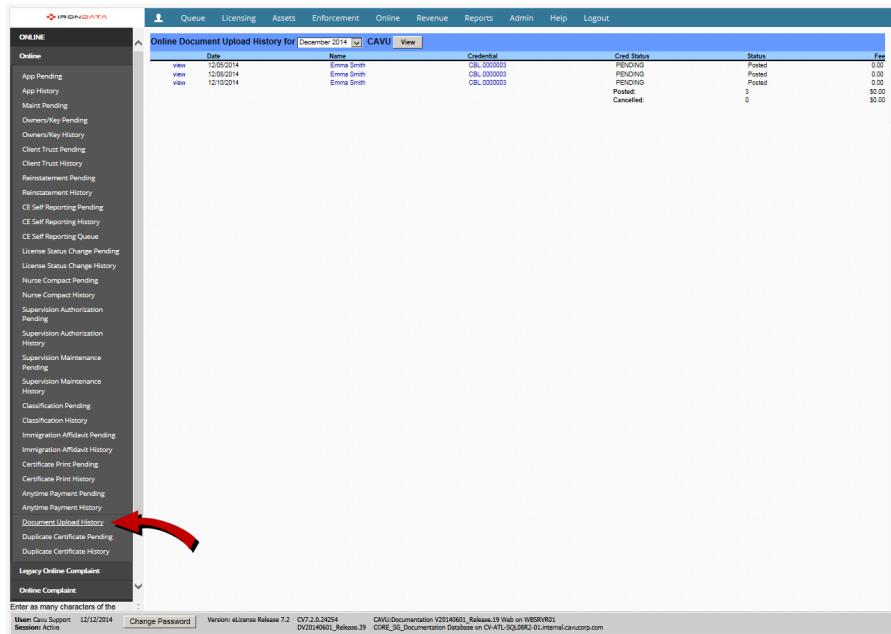
Action	Reason	Reason Description	Upload Document(s)
☒	Insurance does not list all services.	The certificate of insurance did not list a description of services.	Computer.jpg
☒	Incomplete	Please complete and return the highlighted areas of the attached copy of your application. The application may be uploaded, emailed, faxed or mailed.	

At the bottom, there are 'Previous' and 'Next' buttons, and a 'Close and Save' button.

7. Proceed through the remainder of the wizard until complete.

The document is saved.

A view of all completed document upload processes is available from the Intranet at Online > Online > Document Upload History.



The screenshot shows the CAVU software interface with the following details:

- Top Navigation:** Queue, Licensing, Assets, Enforcement, Online, Revenue, Reports, Admin, Help, Logout.
- Left Sidebar (ONLINE section):**
  - Online
  - App Pending
  - App History
  - Maint Pending
  - Owners/Key Pending
  - Owners/Key History
  - Client Trust Pending
  - Client Trust History
  - Renewal/Pending
  - Renewal/Pending History
  - CE Self Reporting Pending
  - CE Self Reporting History
  - CE Self Reporting Queue
  - License Status Change History
  - Nurse Compact Pending
  - Nurse Compact History
  - Supervision Authorization Pending
  - Supervision Authorization History
  - Supervision Maintenance Pending
  - Supervision Maintenance History
  - Classification Pending
  - Classification History
  - Immigration Affiliate Pending
  - Immigration Affiliate History
  - Certificate Print Pending
  - Certificate Print History
  - Anytime Payment Pending
  - Anytime Payment History
  - Document Upload History** (highlighted with a red arrow)
  - Duplicate Certificate Pending
  - Duplicate Certificate History
  - Legacy Online Complaint
  - Online Complaint
- Central Content:** "Online Document Upload History for December 2014" table with the following data:

Date	Name	Created	Cred Status	Status	Fee
view 12/03/2014	John Smith	CBL_00000001	PENDING	Posted	\$0.00
view 12/08/2014	Emma Smith	CBL_00000003	PENDING	Posted	\$0.00
view 12/10/2014	Emma Smith	CBL_00000003	PENDING	Posted	\$0.00
			Posted		\$0.00
			Cancelled		\$0.00

- Bottom Footer:** User: Cava Support, Date: 12/12/2014, Change Password, Version: eLicense Release 7.2, CV7.2.0.24254, CAVU Documentation V2040601\_Release.19 Web on WEBVR01, Session Active, CAVU Documentation Database on CV-ATL-02\QAMR2-01internal.cavucorp.com

The uploaded document can be viewed by the Intranet user by accessing the Contact or Credential view screen, and then selecting the **Documents** link.