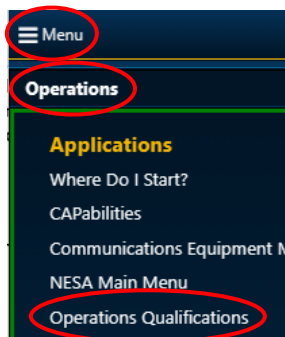
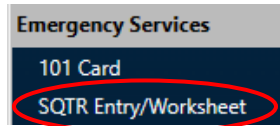


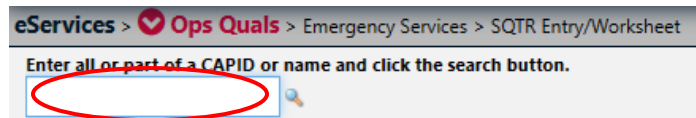
How to Upload Documents to eServices



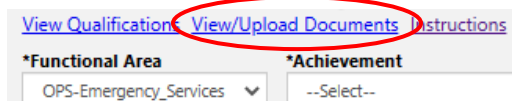
To upload documents to eServices select Menu → Operations → Operations Qualifications. On the next page you will need to click on **Ops Quals** then under Emergency Services select SQTR Entry/Worksheet.



Your next step is to enter your CAPID.

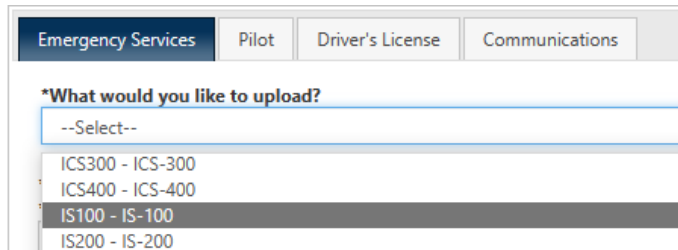


On the next page under your name click on View/Upload Documents

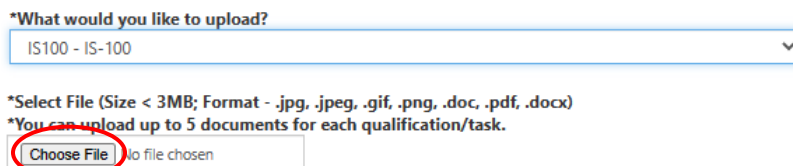


Example of uploading the FEMA IS100 Certificate:

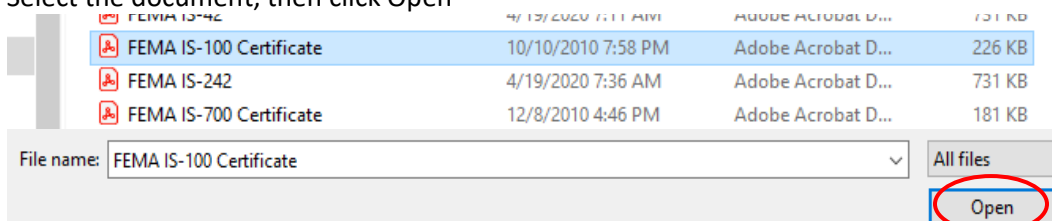
Click on the dropdown menu to select IS100



Click on Choose File to select the document from your computer



Select the document, then click Open



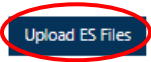
The document will appear in the box next to Choose File. Click on the blue box Upload ES Files to upload the document to eServices

***Select File (Size < 3MB; Format - .jpg, .jpeg, .gif, .png, .doc, .pdf, .docx)**

***You can upload up to 5 documents for each qualification/task.**

Choose File FEMA IS-10...ertificate.pdf

In the OPS-Quals - ES - section, it is necessary for you to fill in the dates and check appropriate boxes for your approval/validation to be completed. After loading dates, data and checking boxes, hit the "Submit" button at the lower left of the page. Uploading documents, in itself, does not submit the data for approval/validation. Uploads are used as supporting evidence during the approval/validation process.



Note that there are four tabs where you upload documents. Pilots use the tab Pilot to upload their pilot license, medical, and other items. For a CAP Driver's License use that tab to upload your license and record. Your ICUT certificate can be uploaded to the Communications tab.

