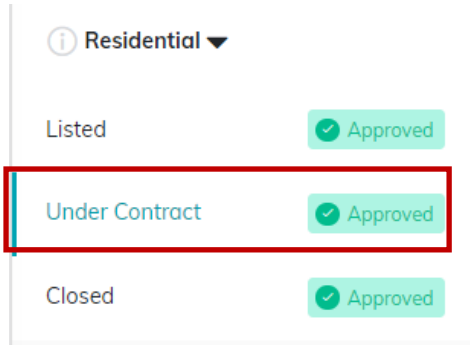
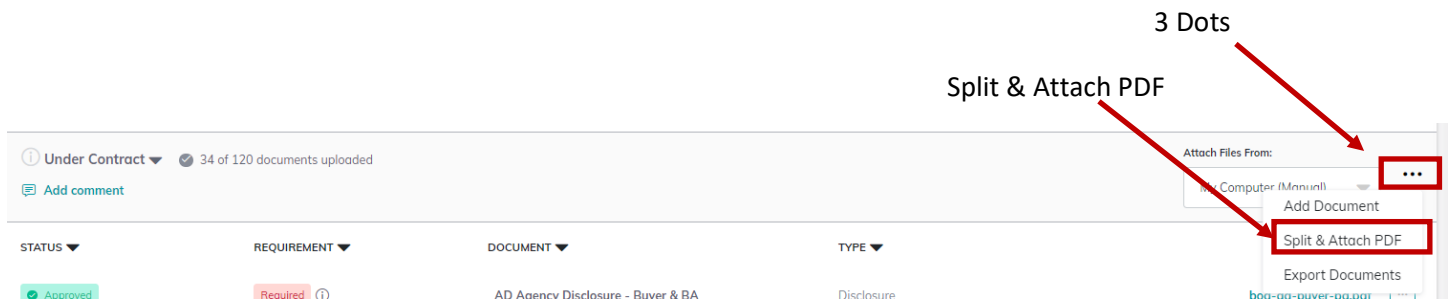


How to Split and Attach PDF documents in Command. Rev 03/05/22

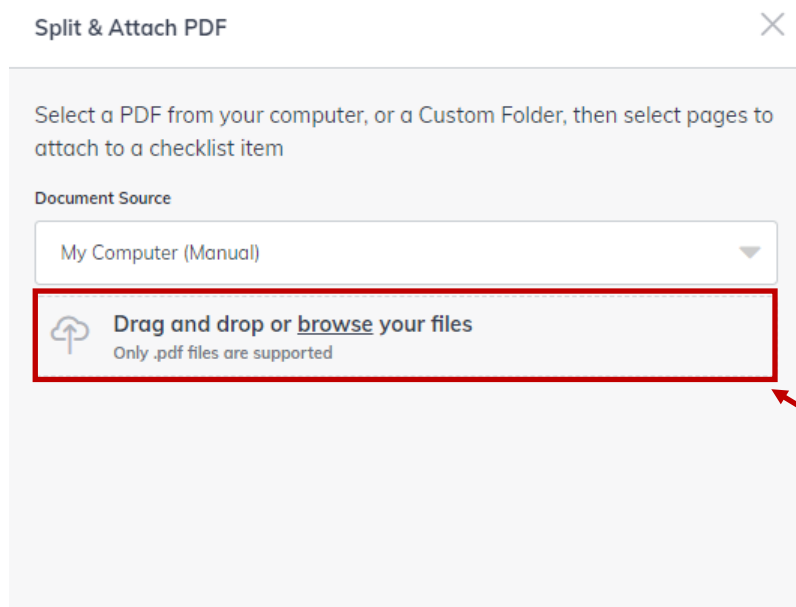
1. Select the "event" checklist where you want to Split and Attach a PDF document.



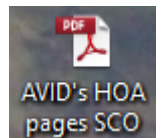
2. Click on the 3 dots to the right-hand side of the screen and click on Split & Attach PDF.



3. At this screen, drag & drop your "packet" from your desktop file.



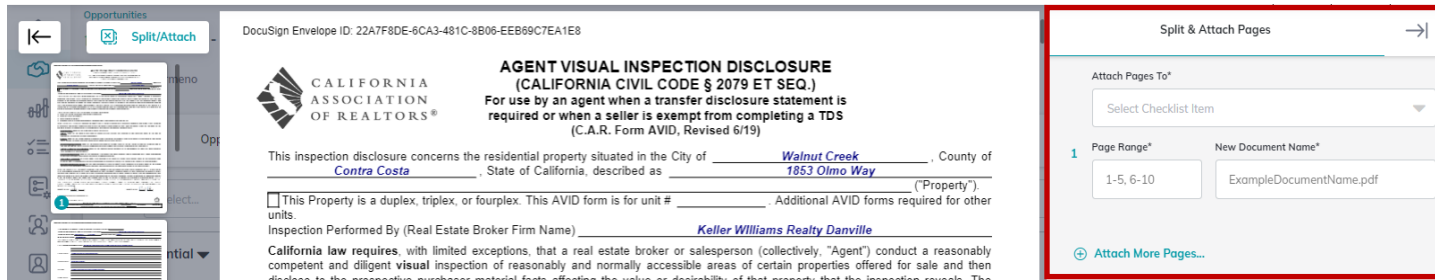
Drag and drop your PDF packet.



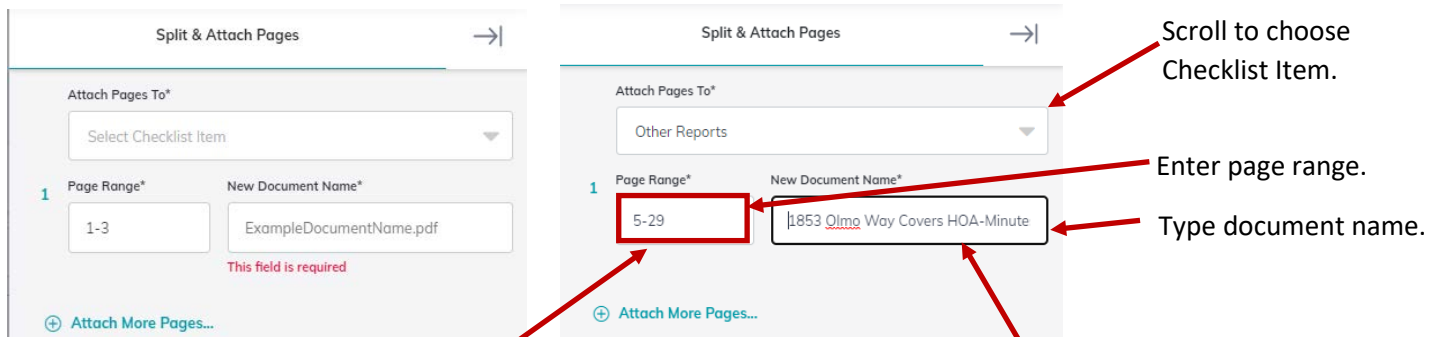
Click Next

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4. In this case a 36-page document has been uploaded. See “Split & Attach Pages” Screen at right.



5. You only want pages 5-29 to be added to the checklist and call it “Street Address + name of document.”

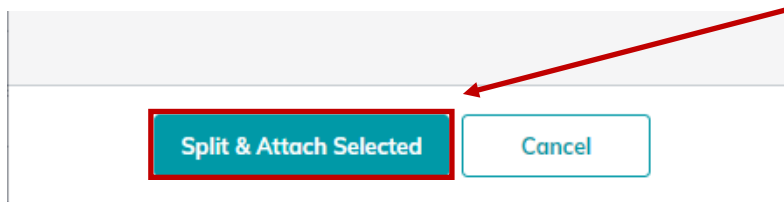


6. You only want pages 5-29 to be added to the checklist and call it “Street Address + name of document.”

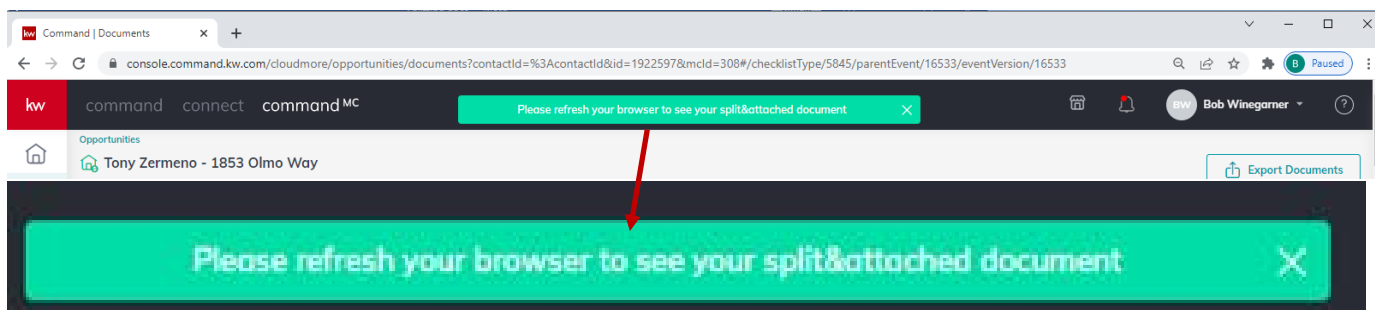
7. Click “Attach more pages” to repeat the process for other PDF additions.




8. When through separating documents, click at bottom of window to “Split & Attach Selected” documents.

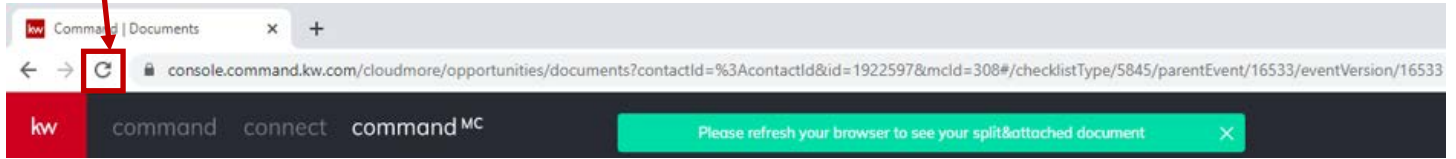


9. A green pop-up will show up asking for you to “refresh your browser. If you don’t refresh browser, documents will not be added to Checklist.”



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10.  Refresh page for document to show up in checklist



11. Scroll down the checklist to see that document has been added to checklist.

See Document name to show that it has been attached.



12. Remember to click "Submit to MC" for Broker review.