

Attaching Files

Last Updated: 06/13/2018

Overview

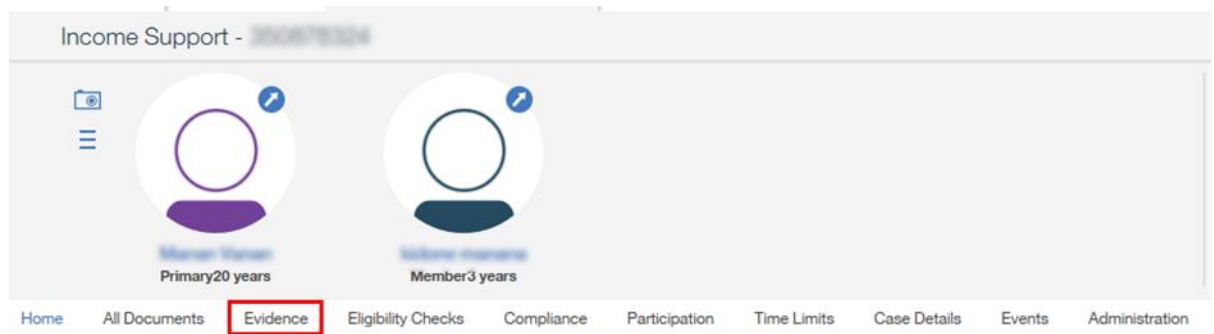
This job aid describes how to attach files, such as Word documents, PDF documents, audio files (telephonic signatures) etc, in NC FAST.

Step-by-Step Instructions

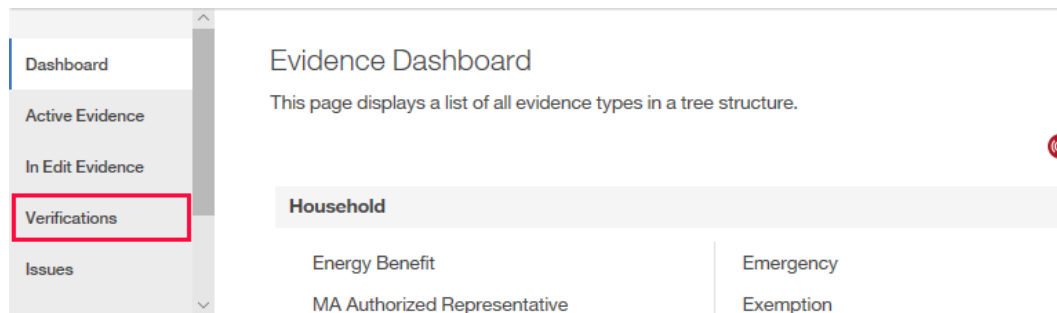
Attaching Files to Active Case Evidence

1. Navigate to the Income Support or Insurance Affordability page. Click the **Evidence** tab.

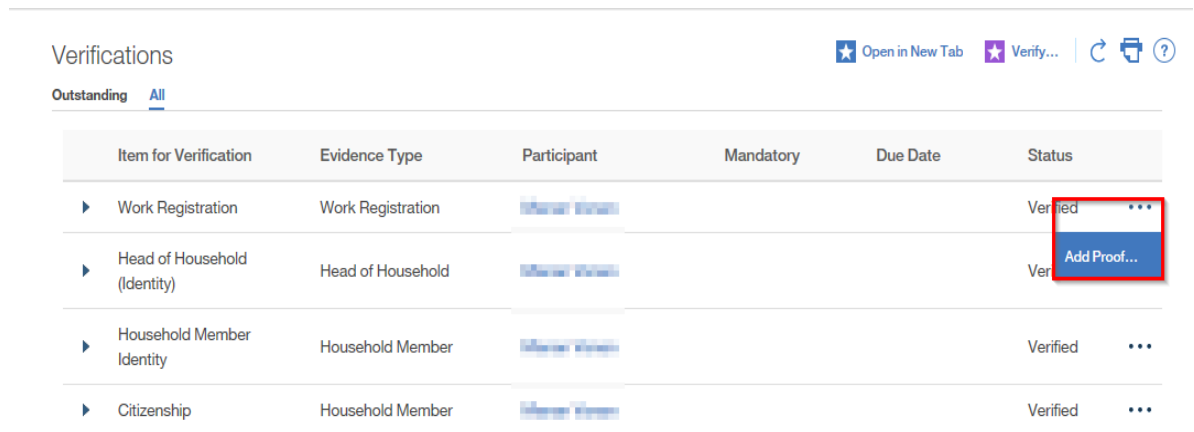
Note: For navigation steps to the Income Support or Insurance Affordability page, refer to *Searching for Cases* job aid.



2. The Evidence Dashboard displays. Click the **Verifications** folder.



- The Verifications folder displays. Click the **List Actions Menu** then select **Add Proof**.
Note: If the evidence is not listed, click the **All** hyperlink.




- The Add Proof pop-up appears. In the Attachment section, click the **Browse** button. The computer directory will appear. Select the applicable file to upload then click **Save**.

Attaching Files to the Insurance Affordability Application Level

- Application Search
Person Search
Insurance Affordability Application

Insurance Affordability Application



Insurance Affordability Application

Application Date: 5/15/2014

Preferred Contact: Not Recorded

Programs: Insurance Affordability

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Notes

Attachments

Communications

Interviews

Users

Subject	Text	Entered By	Date	F

- The Attachments page displays. Click the New hyperlink.

Notes

Attachments

Communications

Meetings

Meeting Minutes

New...

Description	Date	Status
Application PDF	5/15/2014	Active

- The New Attachment pop-up appears. Click the **Browse** button. The computer directory will appear. Select the applicable file to upload then click **Save**.

New Attachment

* required field

File **Browse...** Participant

Location Reference

Document Type Letter Receipt Date 6/13/2018

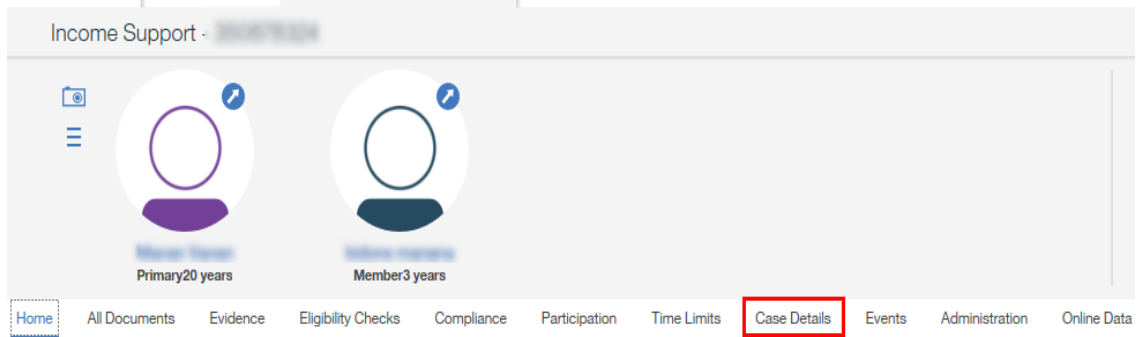
Description

Save Cancel

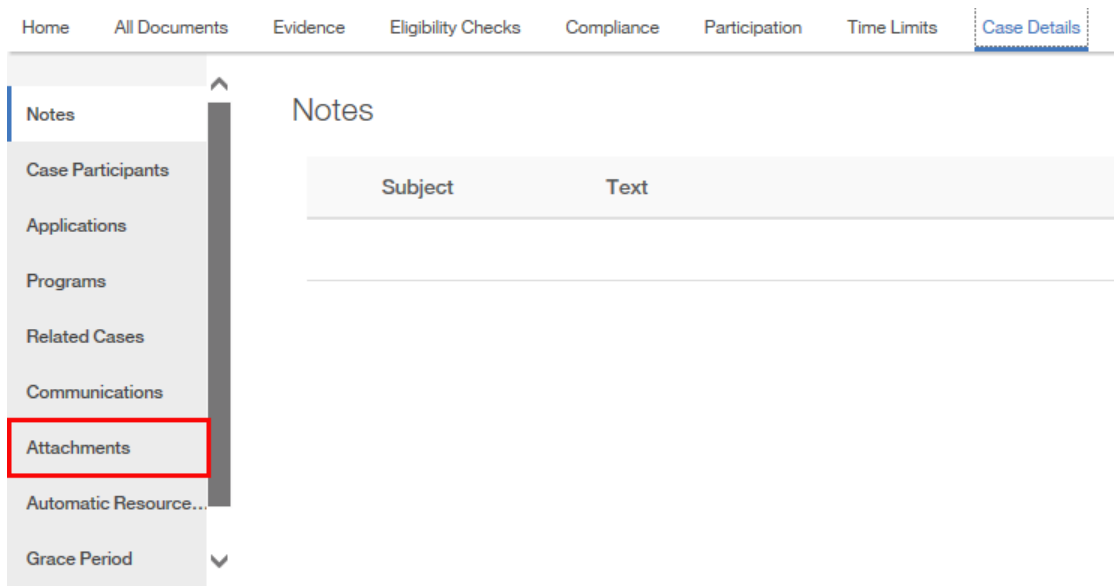
Attaching Files to the Integrated Case Level

- Navigate to the Income Support. Click the **Case Details** tab.

Note: For Insurance Affordability, click the Contact tab.



2. The Notes page displays. Click the **Attachments** folder.



3. The Attachments page displays. Click the **New** hyperlink.

Attachments



Description	Date	Status	
▶ NCP 2000 (Description) All documents added for Area 100	3/21/2018	Active	...
▶ 2000-2004 Reduplication (Description) New Attachment? All documents tab	3/21/2018	Active	...
▶ Report to the Record all doc tab	3/21/2018	Active	...
▶ Adoptive Family Selection Scale (S-207146, S-471424&484715--423752)	3/21/2018	Active	...
▶ 2000-2002 Consent to Adoption by Parent, Guardian or Guardian Ad Litem of Mother/Father (Description) All documents?	3/21/2018	Active	...

- The New Attachment pop-up appears. Click the **Browse** button. The computer directory will appear. Select the applicable file to upload then click **Save**.

New Attachment

? ×

* required field

File

Browse...

Participant

Location

Reference

Document Type

Letter

Receipt Date

6/12/2018

Description

Save

Cancel