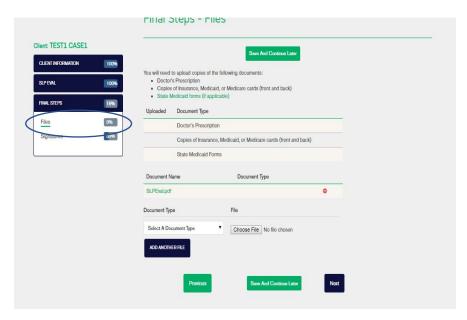
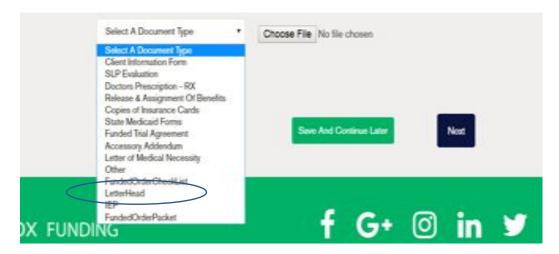


## How to upload Letterhead on the report

A. Under Final Steps, Select Files



Under Document Type, Select Letterhead



## Choose File

It then uploads, and then click next or Save and continue later. Please NOTE that you must add the letterhead prior to signing the evaluation, if you have already signed the evaluation you will need to un-lock the evaluation, upload the letterhead again, then re-sign the evaluation.