



ATTACHING FILES TO ONLINE FORMS

Our online submission forms allow file attachments up to 6MB. This job aid describes how to determine the file size, maximize the amount of data in your file, and zip files as needed to attach to the online form.

How to tell what the file size is:

1. Open the file explorer and click on the file you want to attach.

The headings on the highlighted file will indicate the size in kilobytes (KB).
1,000 KB is equal to 1 MB. The file you attach should not exceed 6,000KB (6 MB).

Name	Date modified	Type	Size
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2. Attach the file to the online form.

Note: You can submit multiple files on the [Submission of Claim Supporting Documents](#) form by filling out the form again. This action is not available for other online forms.

Tips to reduce file size:

- Remove logo's
- No color (grayscale)
- Remove extra formatting
- Zip your file (no password)

How to zip files on different operating systems On Windows

1. Highlight all the files or folders you want to include in the zip file.
2. **For Windows 11:** Right-click the selected items, then click **Compress to ZIP file** from the menu.
3. **For Windows 10:** Right-click the selected items, hover over **Send to**, and click **Compressed (zipped) folder**.
4. A new ZIP folder with a zipper icon will appear in the same location. Type a name for your new file and hit **Enter**.