

# REPLACING DOCUMENTS

1. To correct an error in a document (PDF), log in to E-Submission and locate the group at the bottom of the home screen. Click on the pencil icon to the left of the group name. This will display the document(s) in the group.

2. Select the **Edit** function by clicking the pencil icon associated with the document to be replaced.

3. In the next view, select the **Attached Doc** tab.

4. Click the **Choose File** button, and locate the corrected document. Select the document (PDF), then click **Open**. The file name of the corrected document is displayed next to the choose file button.

5. Click the **Save** button to complete the replacement. Notice that the file name has been changed. Select the **Review** tab to proceed.

6. Make sure the **Resubmit** button is selected. Click **Submit** to complete the process.