Upload Direct Certification

Due: 5th day of month (or first work day after the 5th)

Completed	Description
	Create and save current enrollment file.
	Log-on to Direct Certification.
	Click on the Direct Certification link in blue menu bar.
	Check to see if you are on the Upload tab.
	Click on Choose File.
	Browse to find current enrollment file.
	Click on Upload.
	Check upload results.
	Use Snip-It tool to capture screen shot of upload results.
	If upload was successful, click on Reports at top of page.

