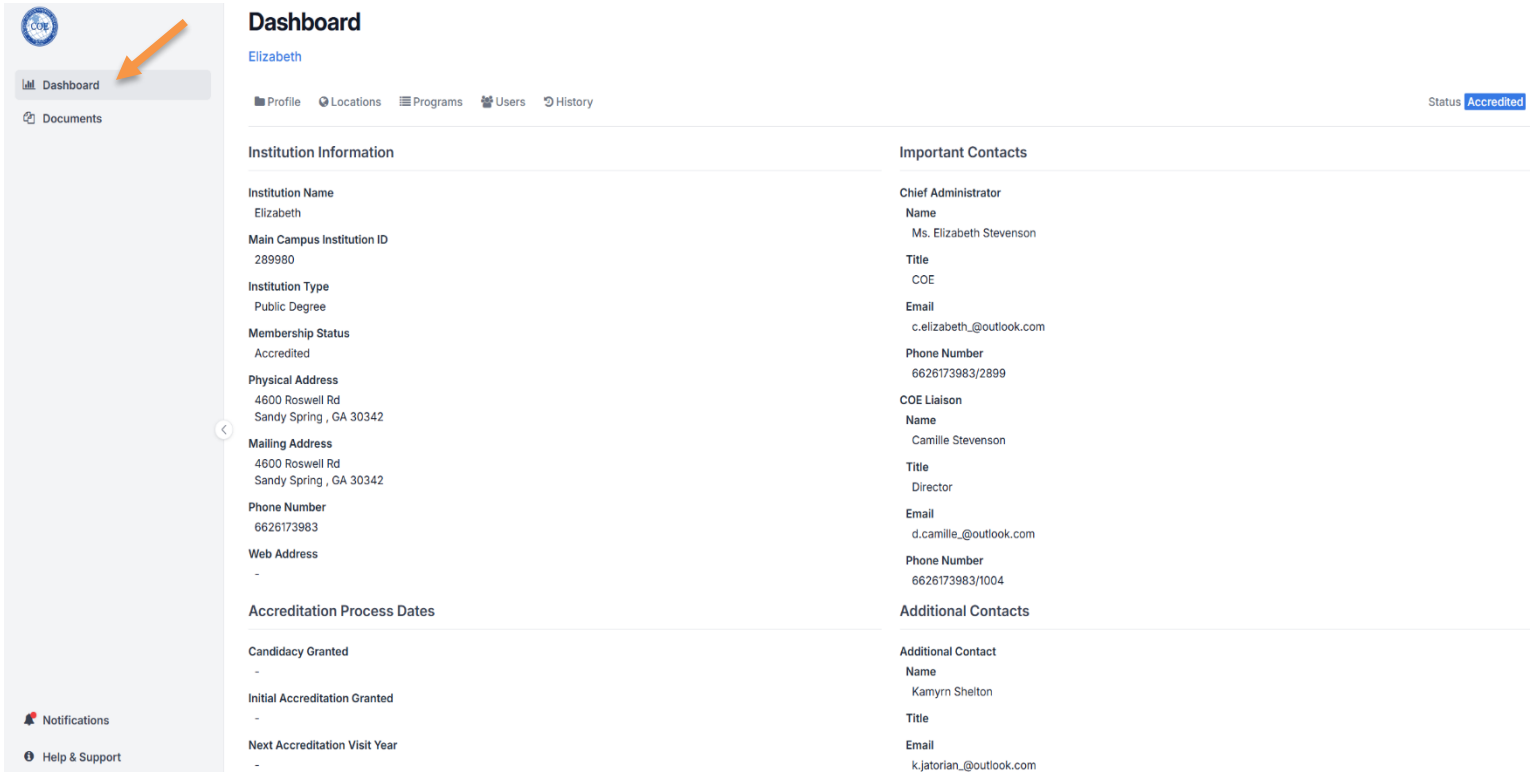
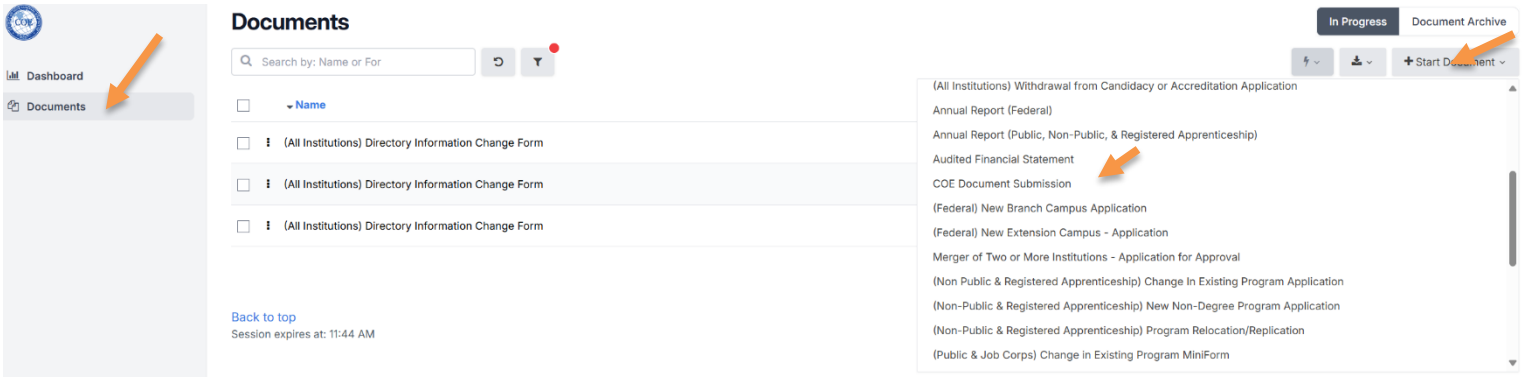
Quick Reference: Submitting Your Responses & Supporting Documents

How to submit responses and documents to support them in EDvera.

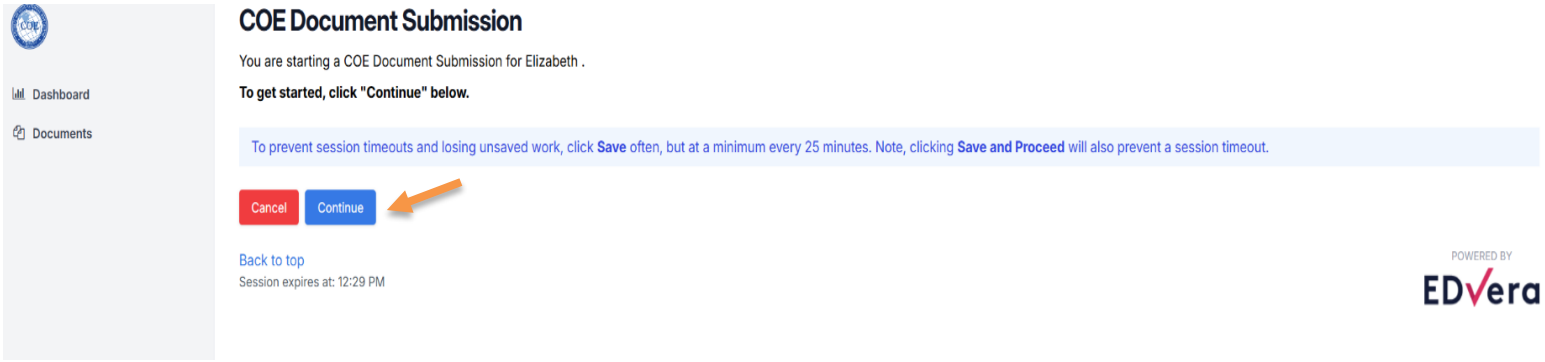
1. From your institution's **Dashboard.** Visual below.



2. You will select **Documents** at the top of your institution's dashboard screen. Below is a visual. Please select **+ Start Document**. Drop down list will populate, and you will select the **COE Document Submission**.

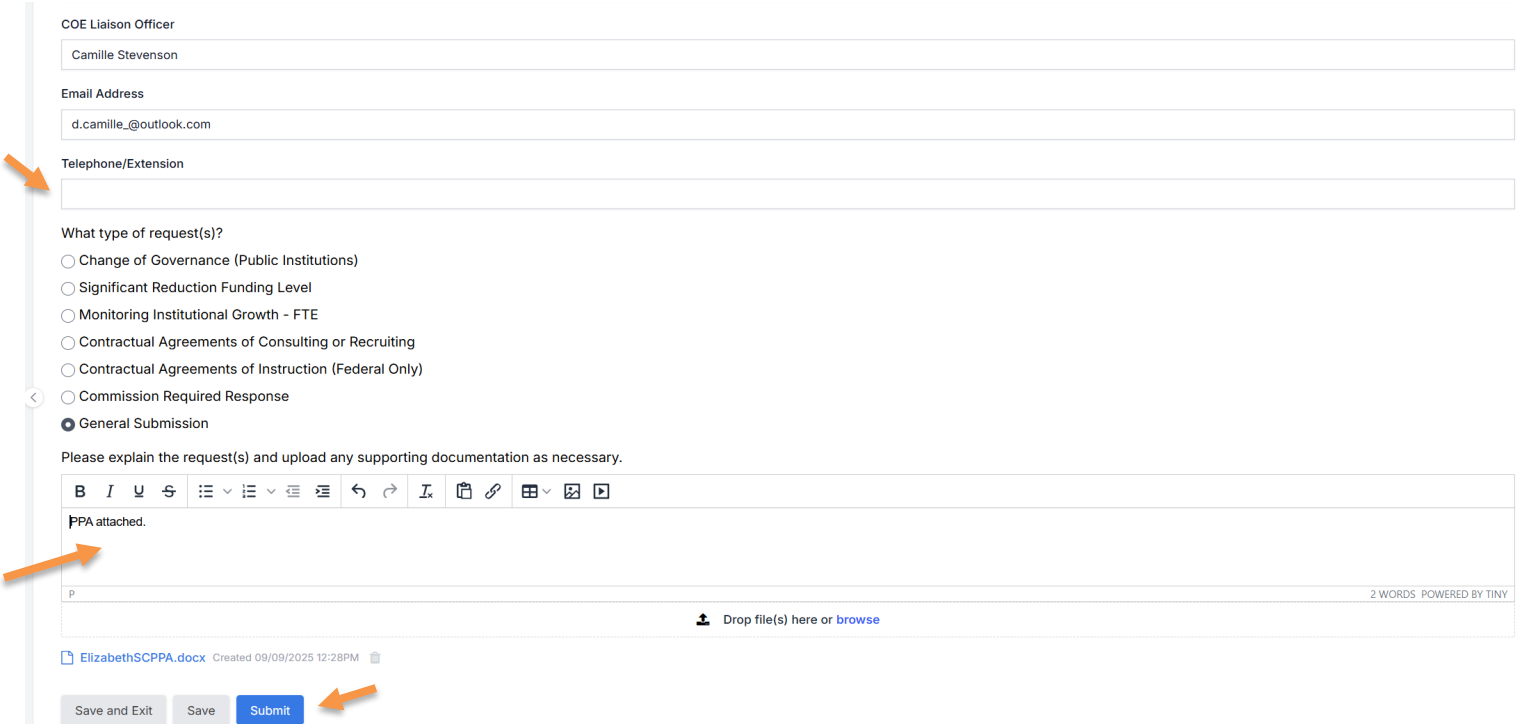


3. Visual of **COE Document Submission** page. Follow the prompt to get started click **Continue.**

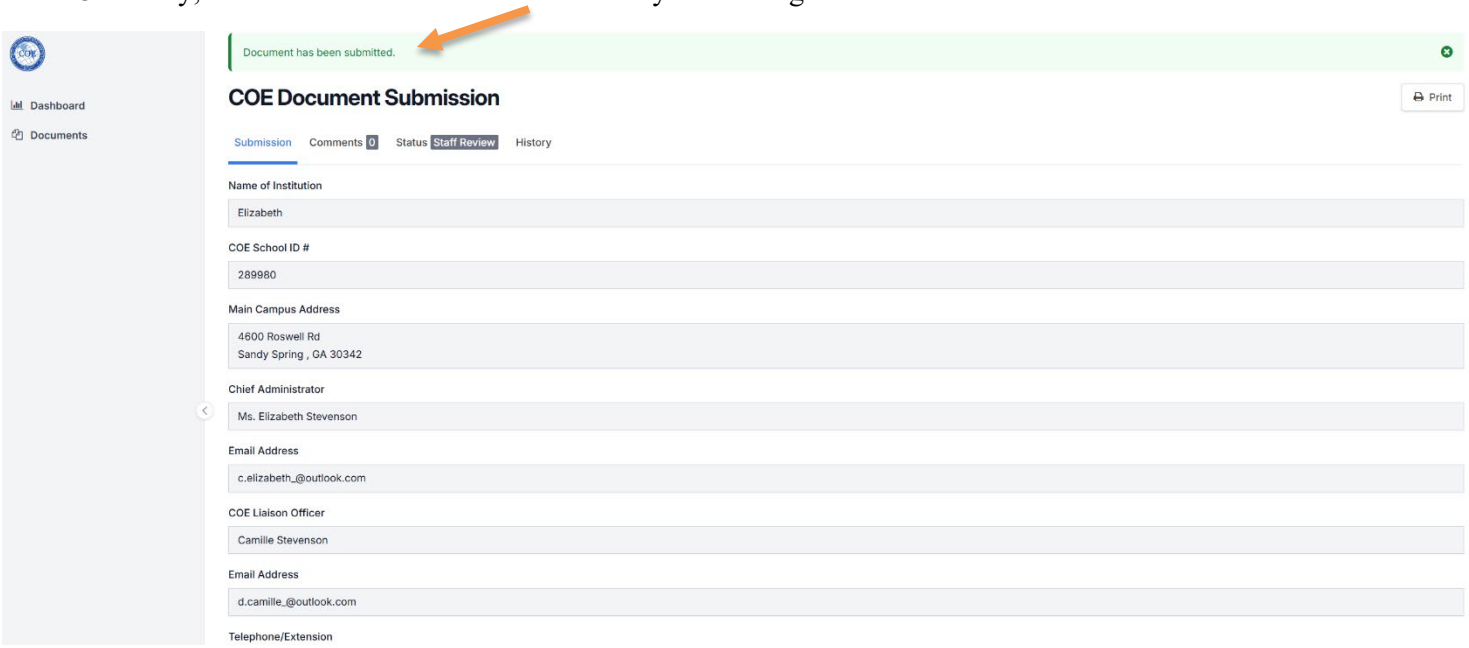


4. Visual of **COE Document Submission**, scroll down to bottom to select the **document type** that you are uploading an example of an entry & explanation box, where you can input details of **what type of response you are submitting and attach supporting documents.**

Next you will either select [**Save and Exit**] [**Save**] or [**Submit**].



5. Finally, confirmation visual after successfully submitting.



For additional questions or concern regarding the **COE Document Submission** please reach out to candace.stevenson@council.org.