Attaching Documents

- Click the "**Submit PAE**" button in the top ribbon.
- Look to the right of the **Actions** box and locate the word "**File**" in red.
- Go to the **Actions** box and left click the drop down arrow.
- Left click on "**Add File**" item.
  - This will generate an "Add File Attachment" window.
- Type patient's last name in **Name** field.
- Left click the "**Browse**" button (this will take you to your saved files on your computer.)
- Locate the medical documents file attachment that was scanned and saved at the onset of the PAE Process.
- Left click to only **highlight** the attachment (do not open attachment/s).
- Click the "**Open**" button on bottom right side of page (this will return the attachment to the **Path** field on the **Add File Attachment** window.
- Make sure box is checked "**On Success, Automatically Close This Window**
- Click "**Upload and Attach File**" button.
- Once all attachments are made, click "**OK**" at the top of the screen.

Remember: PAES have not been submitted via TPAES until you have attached your documents and clicked the "OK" button.

TPAES Allowed Document Extensions

File Extensions	Document Type Description
bmp	Bitmap image file format.
jpg	A commonly used file format for digital photography (image)
tif	Tagged Image File Format is a file format for storing images
txt	A text file
doc	Microsoft Word Document
xls	Microsoft Excel Document

docx	Microsoft Word Open XML Document associated with more recent versions of Microsoft Word.
xlsx	XML-based file format developed by Microsoft[2] for representing spreadsheets, charts, presentations and word processing documents
pdf	Portable Document Format (PDF) is an open standard for document exchange.
rtf	The Rich Text Format is a proprietary document file format developed by Microsoft Corporation for Microsoft products and for cross-platform document interchange.
htm	A common file extension for HTML files
mht	MIME HTML is a web page archive format used to combine resources that are typically represented by external links (such as images, Flash animations, Java applets, audio files) together with HTML code into a single file
mdi	Musical Instrument Digital Interface file which is an industry specification for encoding, storing, synchronizing, and transmitting audio data
zip	Zip is a file format used for data compression and archiving. A zip file contains one or more files that have been compressed, to reduce file size, or stored as is