This is a quick overview on how to capture files electronically and upload them electronically.
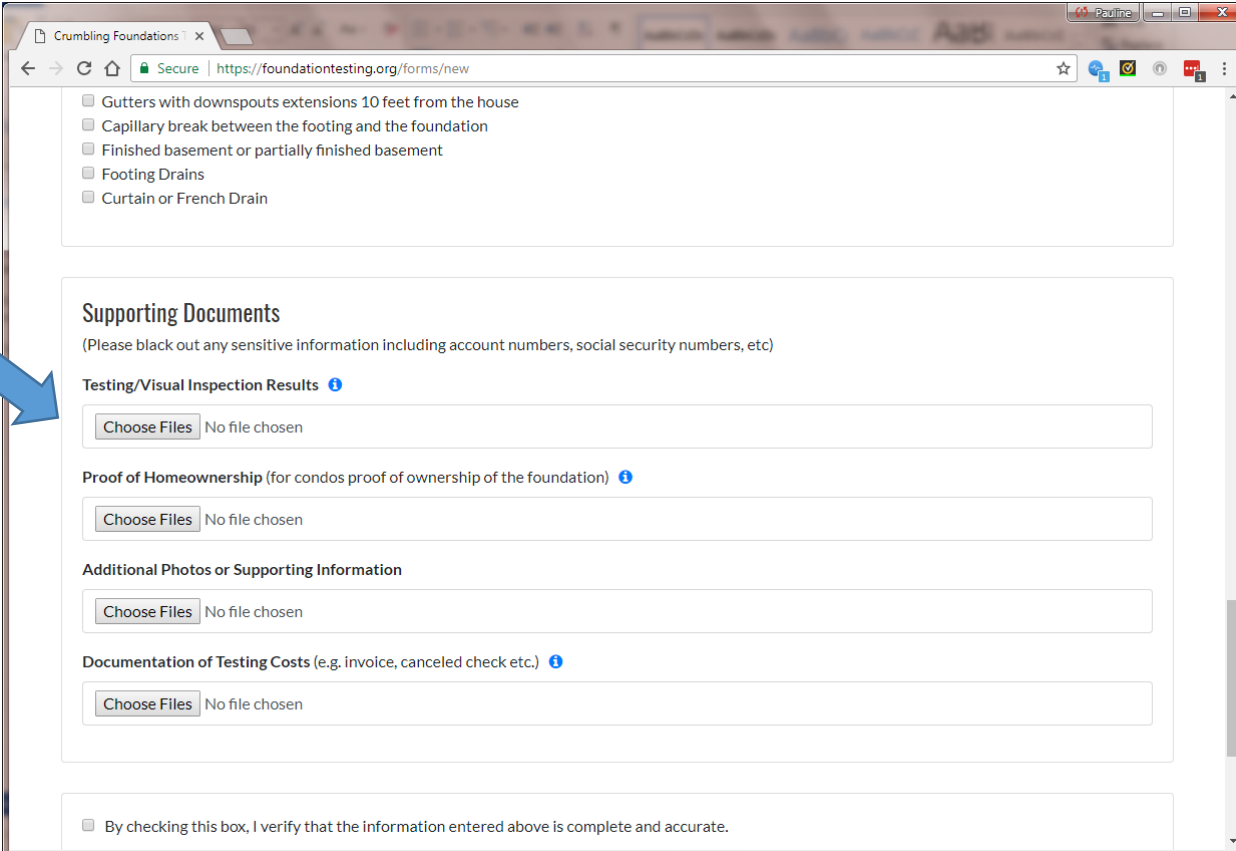
How to Make a Paper File Electronic

If you have your documentation in paper form but do not have an electronic copy, the easiest way is probably to take a picture of the document with your phone. Applications are accepted from phones and mobile devices as well as computers. If you have a smart phone, we recommend that you use your phone to do your application as you might find it easier to take the picture from your phone without having to transfer it to a computer. If you have access to a scanner, you can also scan it in.

Copy the picture you've taken onto your computer. Or, if you have a scanner, know where the scanned document was saved on your computer. Or email the picture to yourself, and download it onto your computer. No matter how you get it to the computer, please remember where you save it so that you can find it later, or name it something that will be easy for you to search for and find.

How to Upload (from a Windows Computer)

Click on Choose File or Browse under the document type you want to upload. (Different browsers will look differently).

Chrome will look something like this

Internet Explorer may look something like this

When you do choose Browse or Choose Files, on a computer, it'll open up the File Explorer.
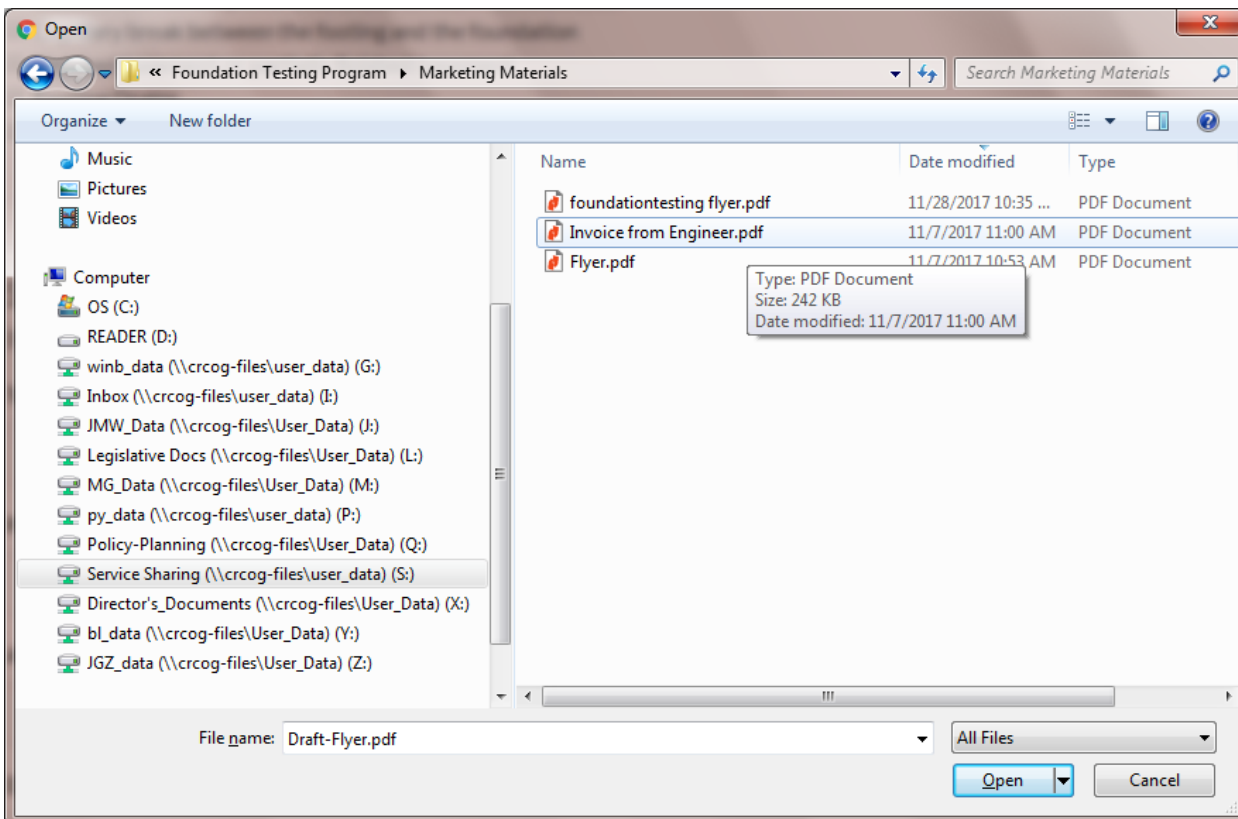
Find the file you saved and double click on it and it will upload for you.

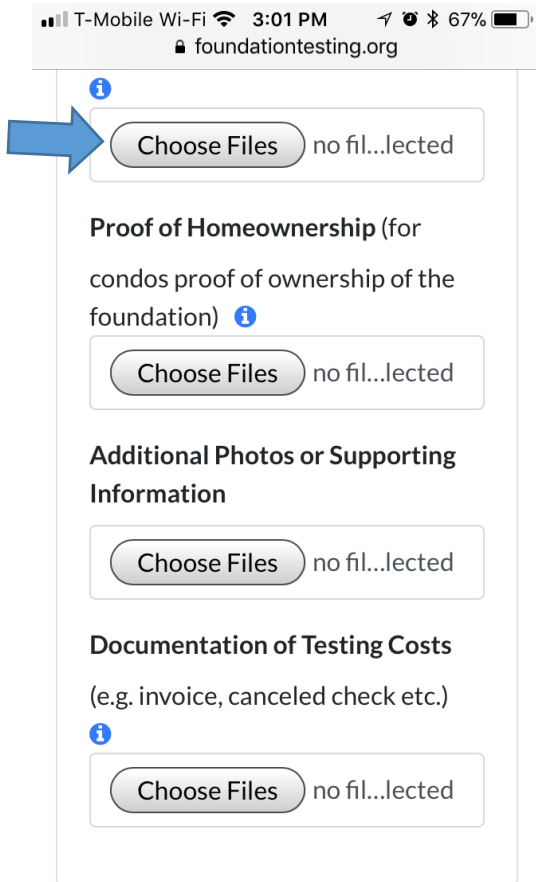If you have multiple pictures or files, you can select more than one by using Control-Click on your mouse and then choosing Open and the files will all upload.

How to Upload (from a smart phone)

Fill out your application from your phone at foundationtesting.org

When you get the point of uploading documentation, you'll be able to select Choose Files

When you do that, you'll get a pop-up at the bottom that says "Take Photo or Video, Photo Library, or Browse" for the iPhone or "Select an Action" for a Galaxy (other phones will have similar options). In some cases, you will have to allow access to your camera.

If you haven't take a picture of your documentation yet, take a picture of the documentation. You can upload and take as many pictures as necessary in each category.
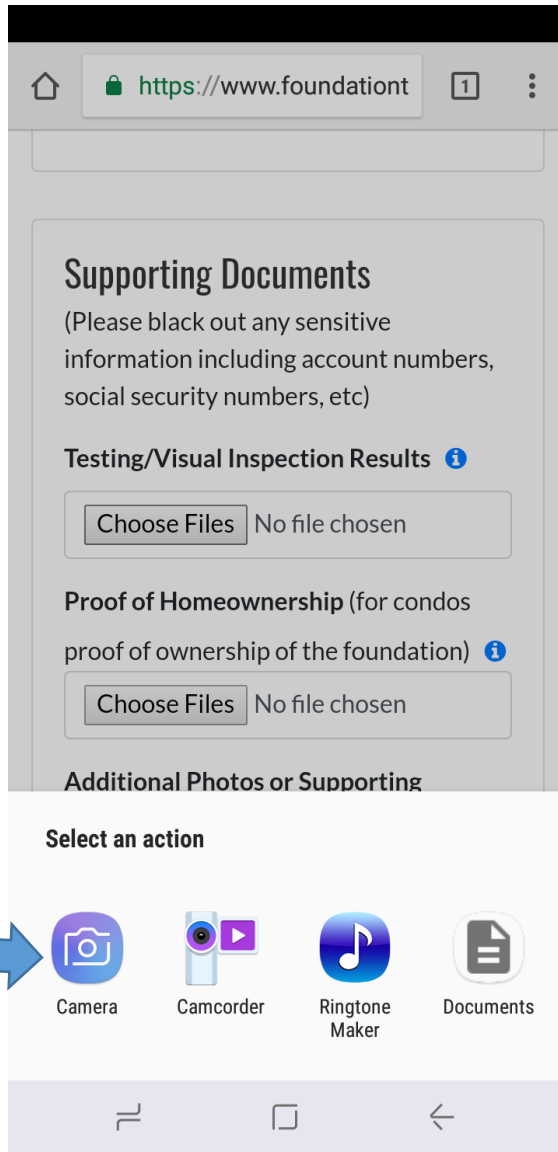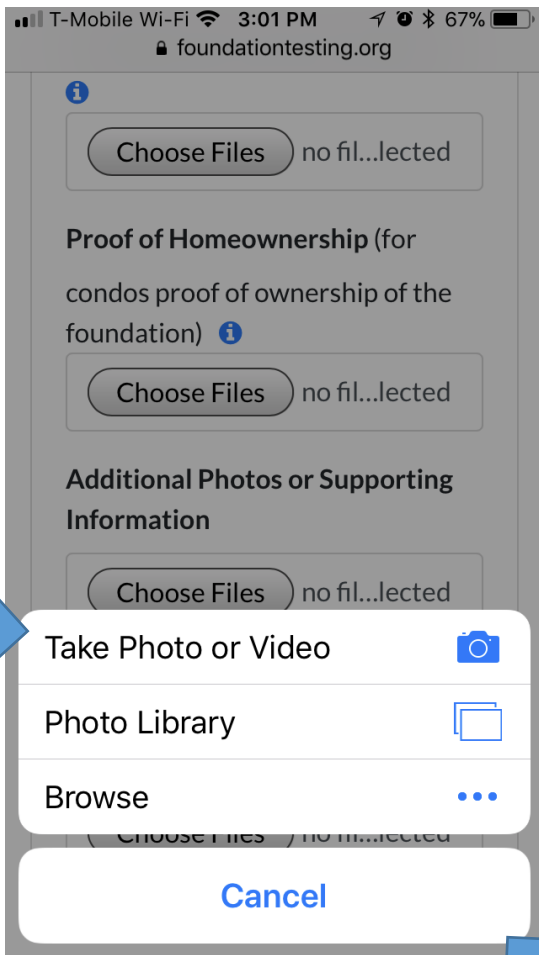
Once you've taken or selected the pictures of your documentation, you can submit your application!

Please do not hesitate to e-mail us at foundationtesting@crcog.org with any questions or concerns!