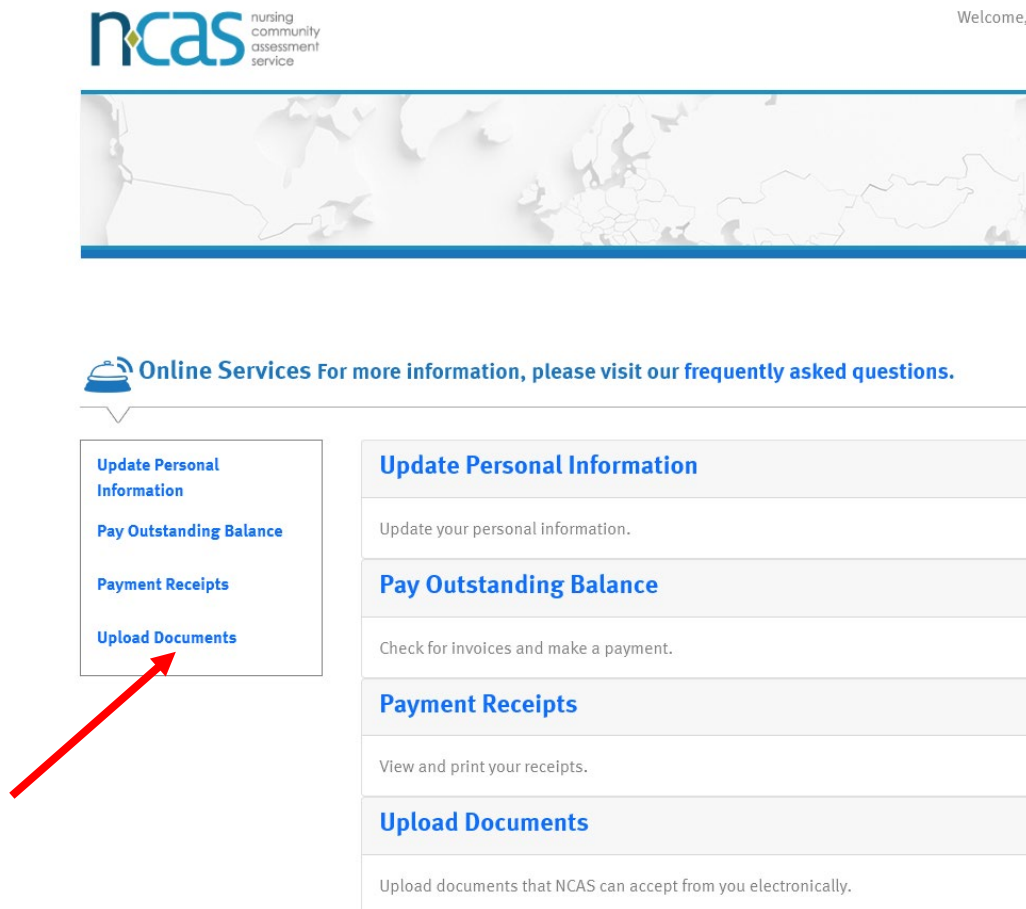# How to Upload Documents to Your Online Services Account

Please following the directions below when uploading your documents to your Online Services account.

Please only upload required documents. Uploading any additional documents, that are not required, will delay your application processing time.

Once you have created your Online Services account, and have logged in, you will land on the "Online Services" main page.

Click on "Upload Documents"

On the **"Upload Documents"** page:

1) Choose the "Document Type" from the drop down
   a. Please select the option that best matches the document you are uploading (ex: Primary ID, Secondary ID or NCAS Application)
   b. "Other" documents will be for additional Identification documentation that is needed (ex: proof of a name change, or a translated document)
2) Click "Browse" to choose the document that you will be uploading
3) Once you have chosen your document, click "upload"

Please note, once you have uploaded your document, you will not be able to see your document in your profile. You will receive an email letting you know that your document has been uploaded and received by NCAS.