

Insertion of Documents in the EMFF DB (14-20)

NOTE:

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).

1. Log on to the website, and access a menu where it is possible to upload a Document (E.g. Programming -> Programme, Operation -> Payment Claim, etc...).
2. Click on the “Documentation” sub-tab.



Note: The Documentation tab can have a slightly different title, depending on the menu in which it is being accessed from.(E.g. Procurement Documentation) .

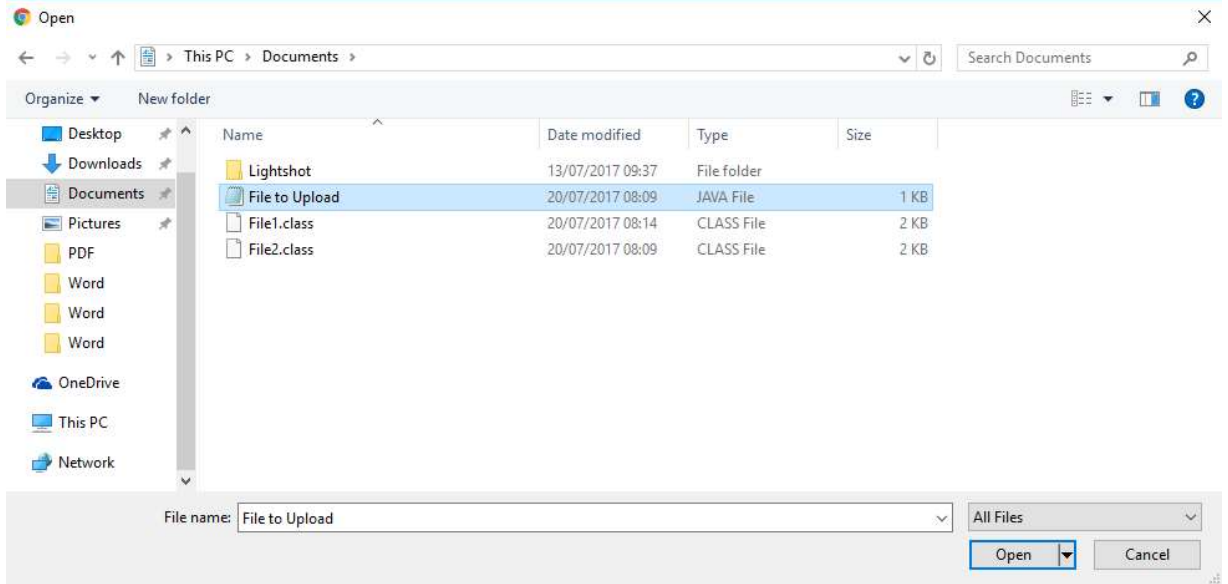
3. Click on “Insert”.



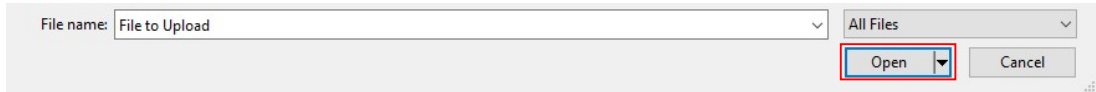
4. Click on “Choose File”.



5. Select the file that you want to upload.



6. Click on "Open".



7. Click on "Save".

