

This job aid provides step-by-step instructions for manually uploading a copy of a lease or receivable lease contract in FPMT. You can also upload files in the business process wizards. Refer to each wizard [job aid](#) for more detailed instructions.

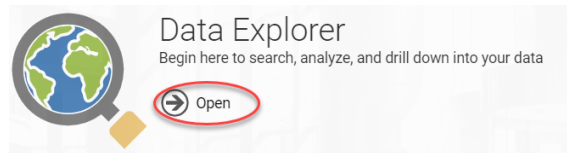
- ✓ Files should be attached to their corresponding table. For example, a lease contract should be attached to the Lease Contract table.
- ✓ Use the contract number as the file name.

Lease Contract 1
 Receivable Contract 2

Lease Contract

Navigate to the Lease Contract tile.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

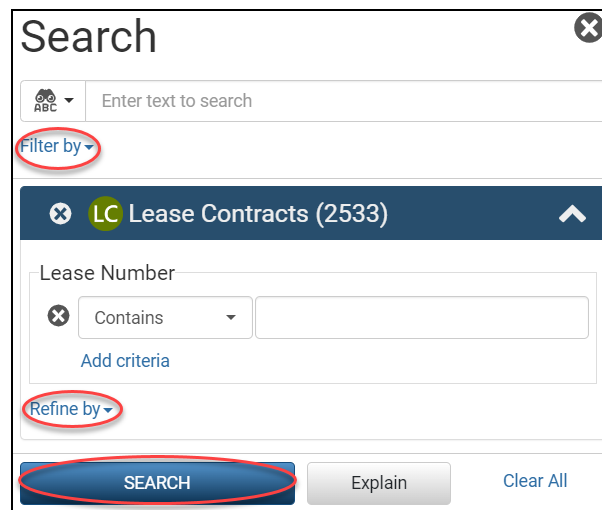
4. Select: Lease Contracts.

5. Select: Refine by.

6. Select: Lease Number.

7. Input: Lease Number.

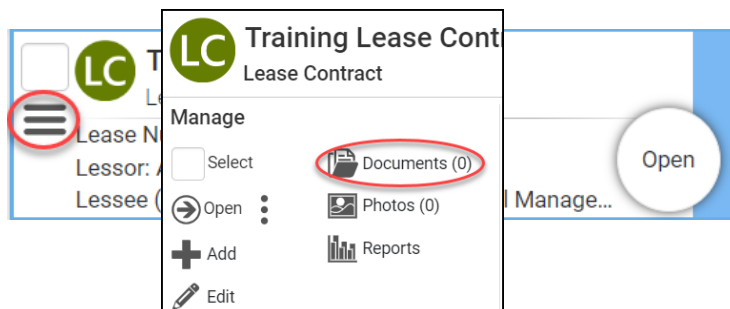
8. Select: Search.



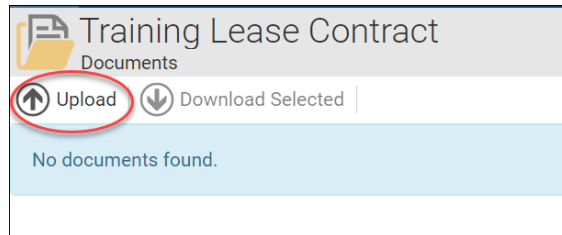
9. Select: Menu.

10. Select: Documents.

→ The document manager will open in a new window

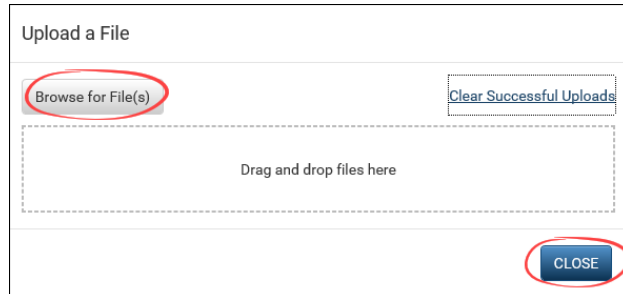


11. Select: Upload.



12. Browse for, or drag and drop, the file.

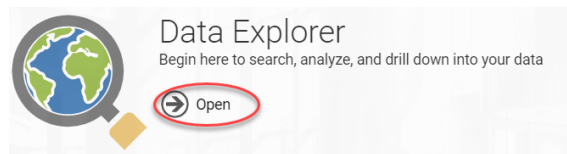
13. Select: Close.



Receivable Contract

Navigate to the Receivable Contract tile.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

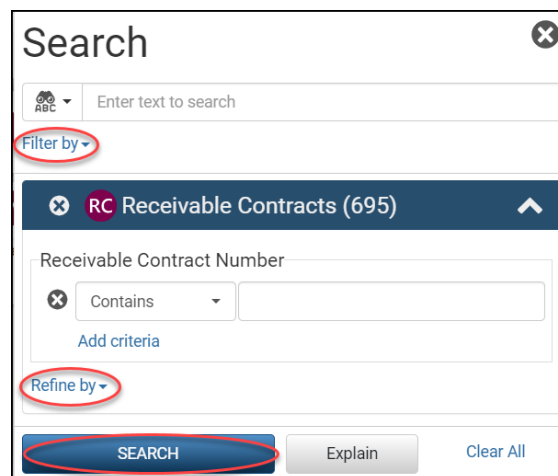
4. Select: Receivable Contracts.

5. Select: Refine by.

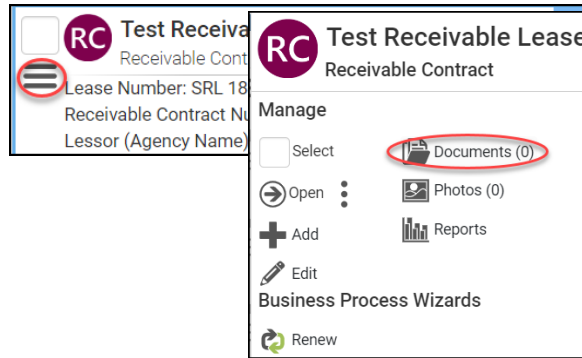
6. Select: Receivable Contract Number.

7. Input: Receivable Contract Number.

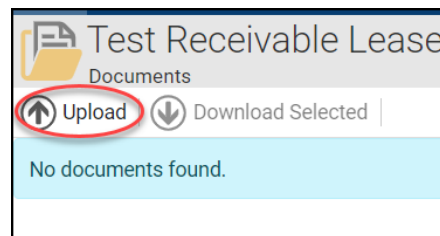
8. Select: Search.



- 9. **Select:** Menu.
- 10. **Select:** Documents.
- The document manager will open in a new window



- 11. **Select:** Upload.



- 12. **Browse** for, or drag and drop, the file.
- 13. **Select:** Close.

