

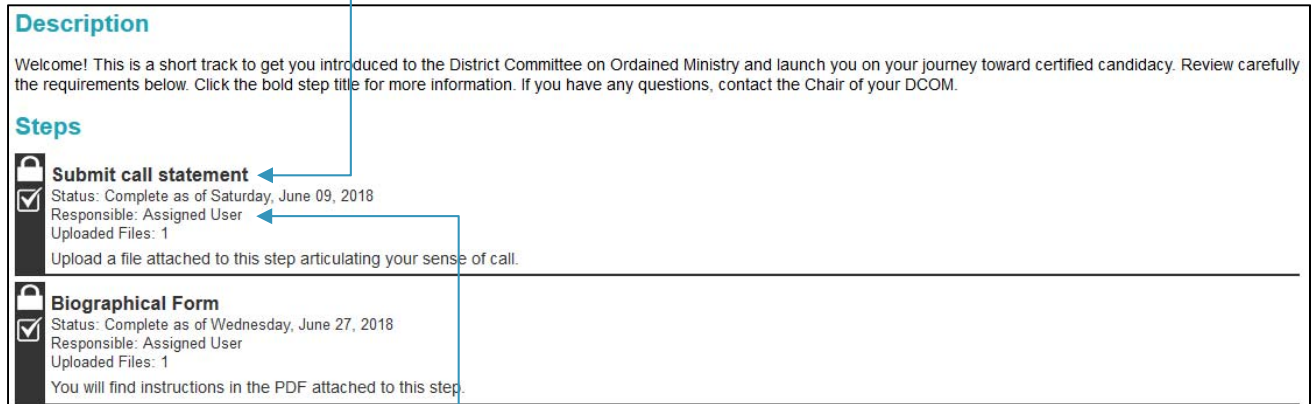
## Navigating steps and Uploading a file to a step

UMCAREsplus allows for the digital submission of documents so that multiple users have access to view the document and there is confirmation of both the submission and receipt of materials.

### Navigating steps

You are assigned to one or more “Tracks” with a listing of “Steps” to complete toward an event or interview.

Click on the title of the step to open that step and view a more detailed description, specific instructions, files to assist you in the step, and to add/upload your own files. In some cases, if you are not the user responsible for completing the step, you may not be able to open this detailed screen.



**Description**

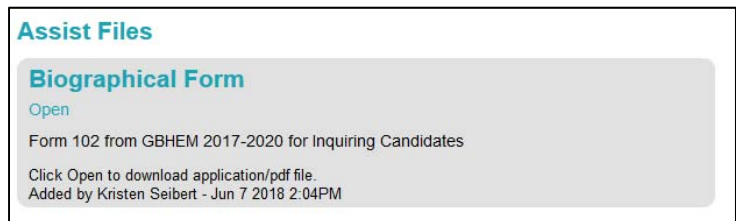
Welcome! This is a short track to get you introduced to the District Committee on Ordained Ministry and launch you on your journey toward certified candidacy. Review carefully the requirements below. Click the bold step title for more information. If you have any questions, contact the Chair of your DCOM.

**Steps**

- Submit call statement**  
Status: Complete as of Saturday, June 09, 2018  
Responsible: Assigned User  
Uploaded Files: 1  
Upload a file attached to this step articulating your sense of call.
- Biographical Form**  
Status: Complete as of Wednesday, June 27, 2018  
Responsible: Assigned User  
Uploaded Files: 1  
You will find instructions in the PDF attached to this step.

The completion of some steps are the responsibility of the user assigned to the track and some to an administrative user – such as the District Superintendent or Conference Candidacy Registrar.

Within the detail description of some steps are Assist Files – a resource that assists you in completing the step. Click the “Open” link to save, complete, or read the assist file.



**Assist Files**

**Biographical Form**

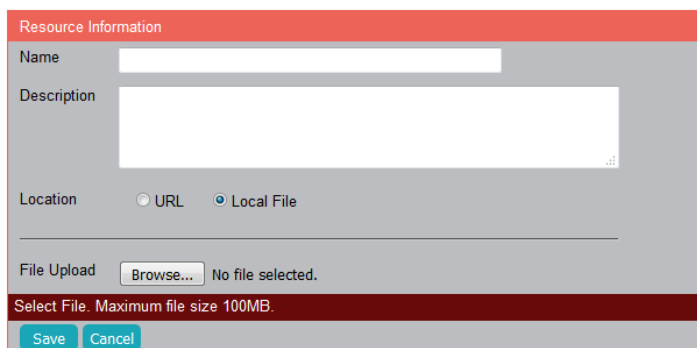
Open

Form 102 from GBHEM 2017-2020 for Inquiring Candidates

Click Open to download application/pdf file.  
Added by Kristen Seibert - Jun 7 2018 2:04PM

### Uploading or adding a file to a step

When asked to upload a file attached to a step, click the Add File button **Uploaded Files** **Add File** located below the signature line. A Resource Information dialog box will appear.



Resource Information

Name

Description

Location  URL  Local File

File Upload  No file selected.

Select File. Maximum file size 100MB.

- Enter a name for your file
- Enter a description of your file (optional)
- Select the Local File location
- Click Browse to navigate to and select the file on your computer you wish to upload
- The file name will appear in the red bar
- Click Save to upload the file
- You may now sign that the requirements for the step are complete.