

# How to upload multiple documents to a HealthChoice certification request form online:

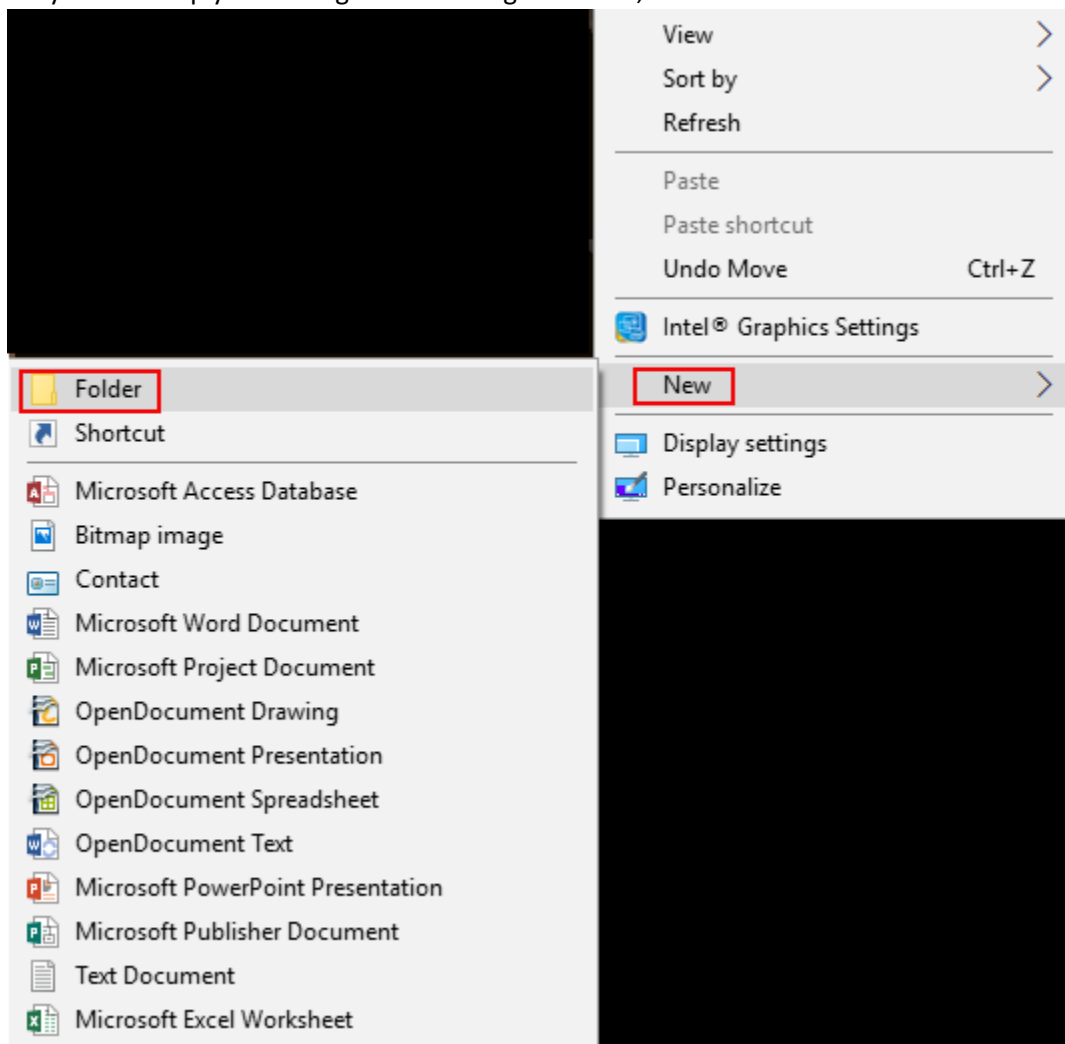
When submitting documentation through the HealthChoice Certification portal for services reviewed by the HealthChoice Health Care Management Unit (HCMU) you can now attach a document to the request upon submission. Most documents are allowed, including Word (.doc), Excel (.xlsx), PDF (.pdf), and more. You may submit multiple documents within one single ZIP file for review as well.

## What Is a ZIP file?

A ZIP file, like other archive file formats, is simply a collection of one or more files and/or folders but is compressed into a single file for easy transportation and compression.

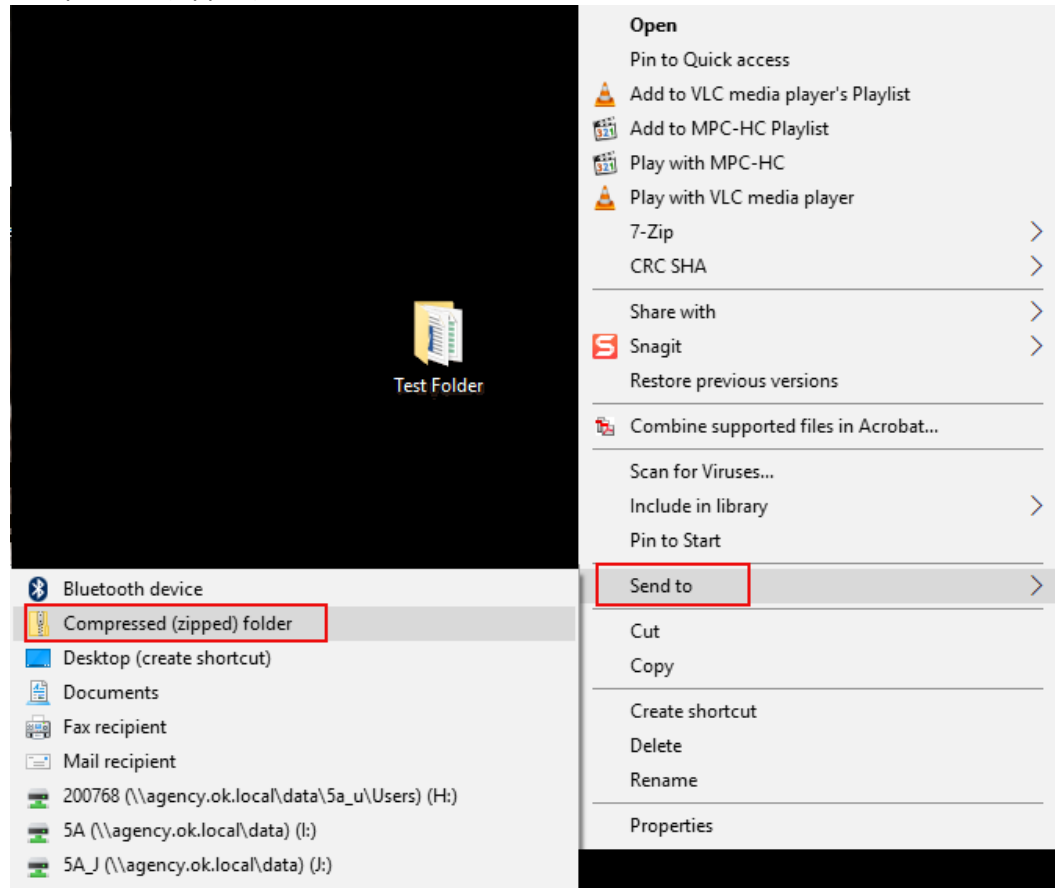
## How to create a ZIP file:

1. Create a folder
  - a. On your desktop you can 'right click' and go to 'new', select 'folder'

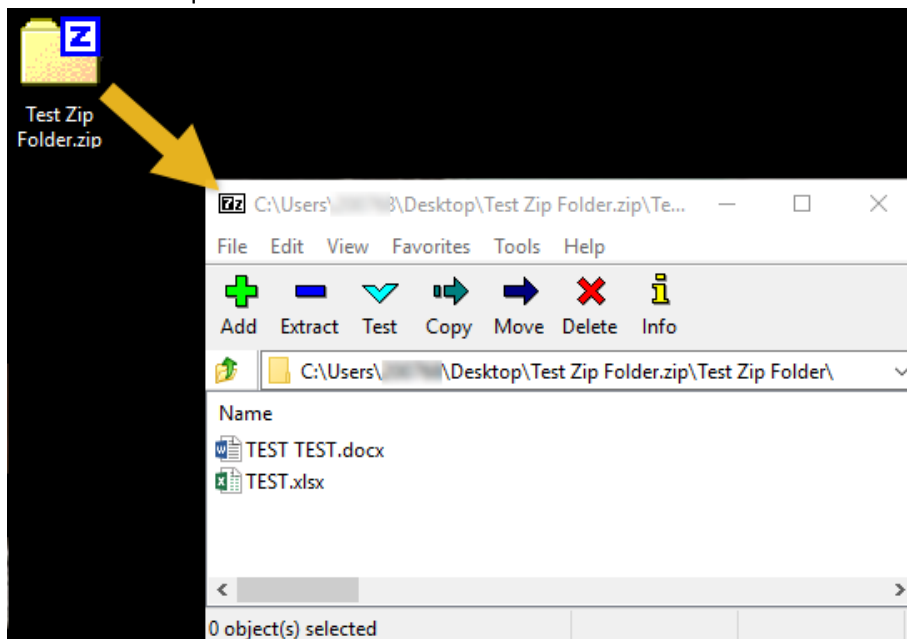


- b. Once you have created the folder on your desktop you may rename it as appropriate.
    - c. Add as many separate files as needed to the folder (Word, Excel, PDF, etc.).
      - i. You may drag and drop files into the folder from other locations.
    - d. Once folder contains all the files needed:
      - i. Right click on the folder

- ii. Select “send to”
- iii. Compressed (zipped) folder



- e. You now have a one ZIP file that contains multiple documents and can be uploaded with your online certification request form:



Additional Resources and links for assistance with ZIP files:

- <https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files>
- <https://www.howtogeek.com/178146/htg-explains-everything-you-need-to-know-about-zipped-files/>