Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call the number located at the bottom right of every page.

UPLOADING DOCUMENTS

The most efficient way to submit. Uploading your documents through myCB is not only secure, but ensures faster processing time.

Options for Digitizing Your Document

- Take a picture
- Use the myCB app
- Scan your document
- Utilize a local FedEx, UPS, Library, or University's resources

Submitting Through myCB

- Olick **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Olick Browse next to Your Computer or Flash Drive
- Select file(s) needed, one at a time
- Nit Submit



All Documents uploaded are stored in your **Document Center** for future use.

To attach a previously uploaded document to a requirement, follow the same steps and then click **Browse** next to **My Documents.**



Note: Document removal may only happen before submission. Make sure you have attached the correct file name(s) before submitting. To remove a document, simply click **Remove Document** and re-attach the correct version.

Replacing Rejected Documents

- Read the rejected reason
- Re-upload using the same steps above

The two most common rejection reasons are missing information and illegible documentation. Make sure your documents are easily legible and contain their essential information, such as: signatures, physical exam dates, vaccination dates, or titer collection dates.

Submitting Documents

FAXING DIRECTLY TO REQUIREMENTS

Following the steps below will result in your documents **automatically attaching to their specific requirements**, designated by their included cover letters.

Print Cover Letters

- Olick To-Do Lists within the myCB panel on the left
- Expand the requirement you wish to upload to
- Olick **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Follow the directions on the cover sheet
- Repeat for all requirements to be faxed

FAXING TO DOCUMENT CENTER

Following the steps below will result in your documents going into your myCB document center, where **you will need to attach them to each requirement individually**.

Print Cover Letter

- Olick Document Center within the myCB panel on the left
- Olick Print/Fax Mail Cover Sheet on far right
- Read and close the warning prompt
- Print the cover sheet
- Follow the directions on the cover sheet
- Faxed documents will display under My Documents within the Faxed folder

Submit Through myCB

- Olick To-Do Lists within the myCB panel on the left
- Expand the requirement you wish to upload to
- Olick Browse next to My Documents
- Choose the Faxed folder
- Pick document needed
- Hit Submit



Submitting Documents

MERGING FAXED PAGES

If submitting more than one document to a requirement, you have the option to merge them together.

To Merge Pages

- Click Document Center
- Find the Faxed/Mailed Documents folder
- Select one file you wish to merge with another
- Click Add PDF to Merge Queue
- Repeat until all pages you wish to merge are queued
- Select Merge These Documents at the top right
- All merged files can be found in the **Merged Files** folder.

MAILING DOCUMENTS TO CASTLEBRANCH

Follow the steps below to mail documents to CastleBranch for review.

Print Cover Letters

- Olick **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to mail in
- Click **Download** at the bottom.
- Read and close the warning prompt
- Print the cover letter
- Repeat for all requirements to be sent in
- Mail to:

CastleBranch

1844 Sir Tyler Drive

Wilmington, NC 28405

Attn: TDL Document Center



Note: Pages mailed to CastleBranch should be ordered accordingly:

Cover letter A, document A Cover letter B, document B

