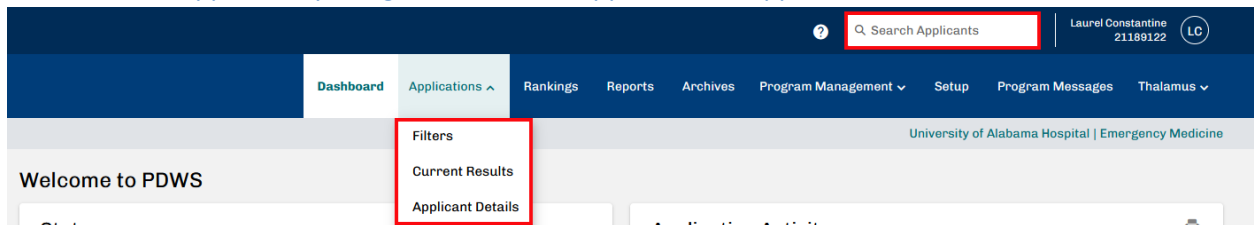


How to Add and Remove a Local Document

Add a Local Document:

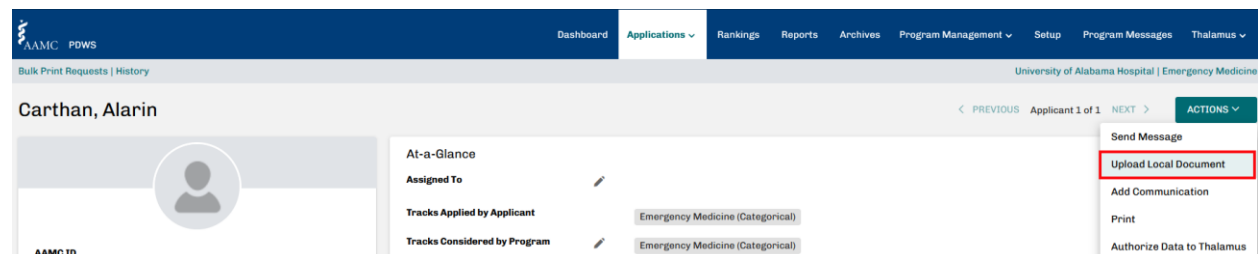
1. Navigate to [ERAS® Program Director's WorkStation \(PDWS\)](#) and enter your AAMC username and password.
2. Search for the applicant by using Filters, Search Applicants, or Applicant Details.



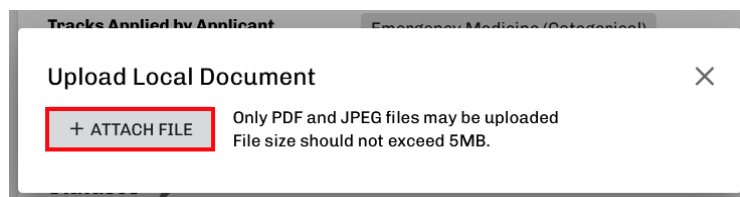
3. Click the applicant's name to access the Applicant Details page.

Applicant Name ↓↑	AAMC ID ↓↑	Most Recent Medical School ↓↑
Carthan, Alarin	21310391	Oakland University William Beaumont School of Medicine

4. In the Actions tab, on the Applicant Details page panel, click **Upload Local Document**.



5. Click **Attach File** to select a file to import.

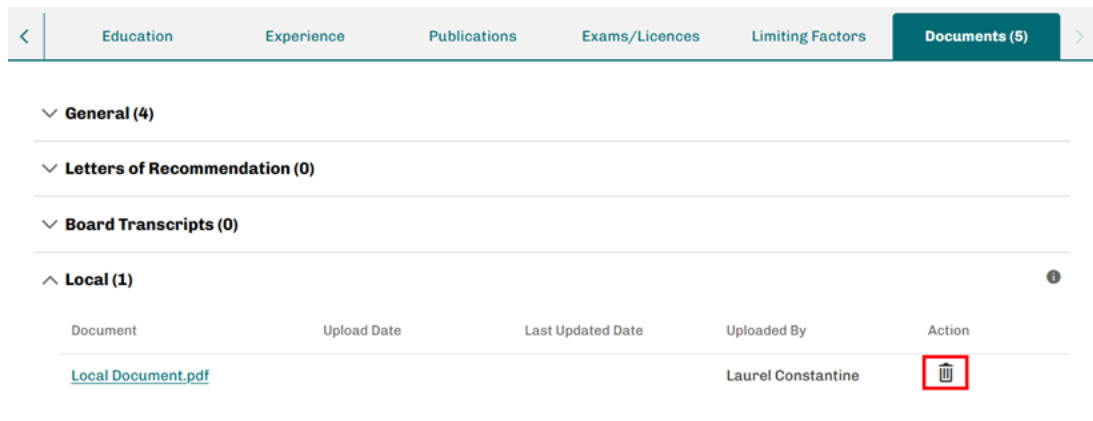


6. Locate and select a file from the **Choose File to Upload** window.
 - a. Only JPG and PDF file types are supported.
7. Click the **Open** button or double-click the file to upload.
 - a. Local Documents should be named before uploading.
 - b. The message **Document Uploaded Successfully** will appear once the document has been uploaded.



Remove a Local Document.

1. In the Applicant Details, click on the Documents tab.
2. Click the Trash Icon.
 - a. Click **Delete**.
 - b. The message **Document Deleted Successfully** will appear once the document has been successfully removed.



3. Click **Delete**.
 - a. The message **Document Deleted Successfully** will appear once the document has been successfully removed.

