

## 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.

#### Sign In

Username

⚠ Username is Required

Password

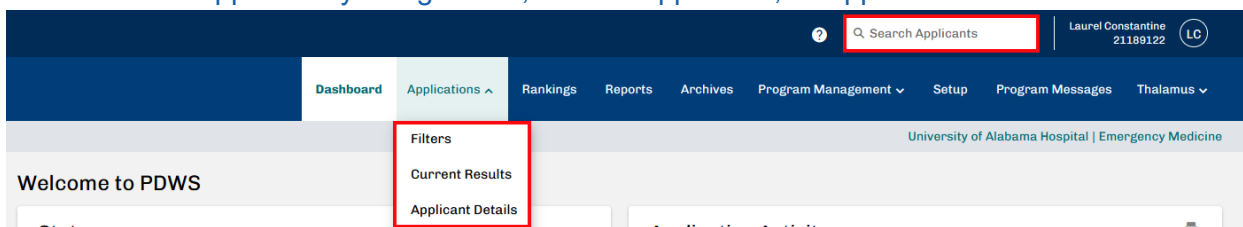
SIGN IN

[FORGOT YOUR USERNAME?](#)

[FORGOT YOUR PASSWORD?](#)

[NEED HELP?](#)

2. Search for the applicant by using Filters, Search Applicants, or Applicant Details.

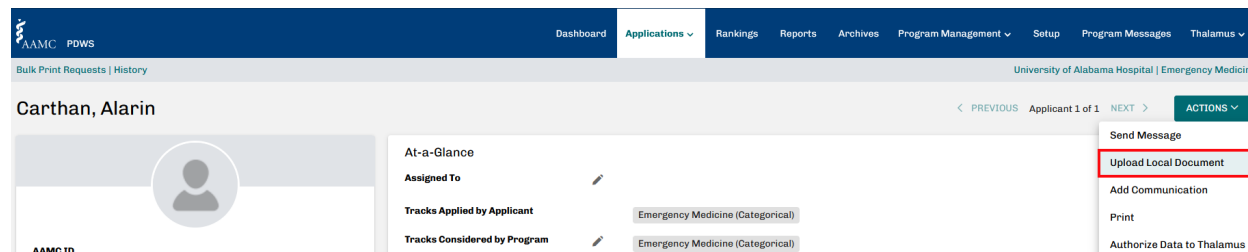


The screenshot shows the PDWS dashboard with a search bar at the top right labeled "Search Applicants". Below the search bar, a dropdown menu is open, showing options: "Filters", "Current Results", and "Applicant Details". The "Filters" option is highlighted with a red box.

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

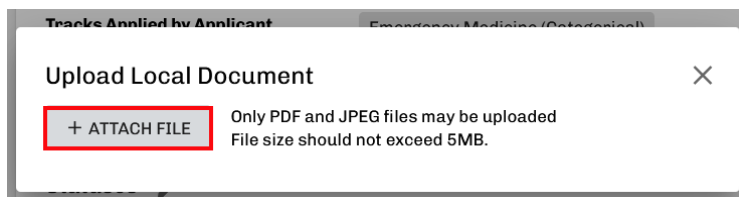
Applicant Name	AAMC ID	Most Recent Medical School
Carthan, Alarin	21310391	Oakland University William Beaumont School of Medicine

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



The screenshot shows the Applicant Details page for "Carthan, Alarin". On the right side, there is an "ACTIONS" dropdown menu. The "Upload Local Document" option is highlighted with a red box.

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

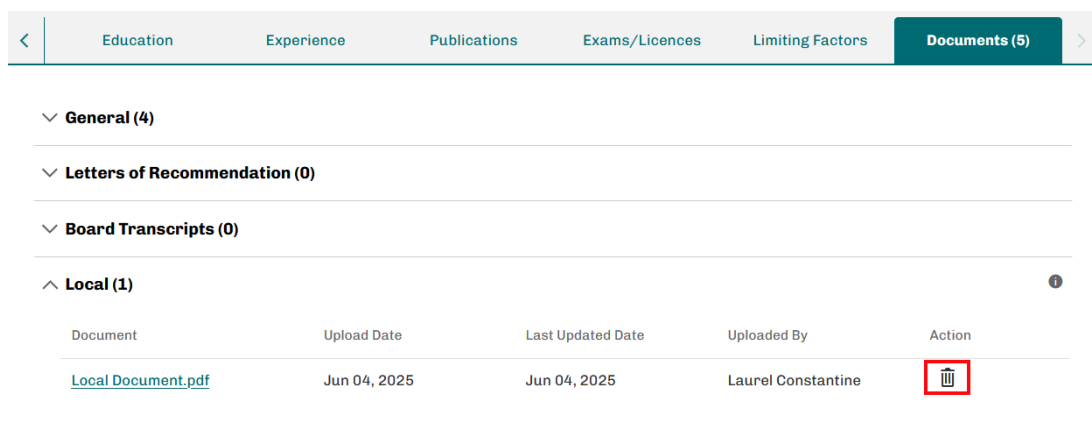


- Locate and select a file from the **Choose File to Upload** window.
  - Only JPG and PDF file types are supported.
- Click the **Open** button or double-click the file to upload.
  - Local Documents should be named before uploading.
  - The message **Document Uploaded Successfully** will appear once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



## Remove a Local Document.

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



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

