

How to Attach a File in Ecollect

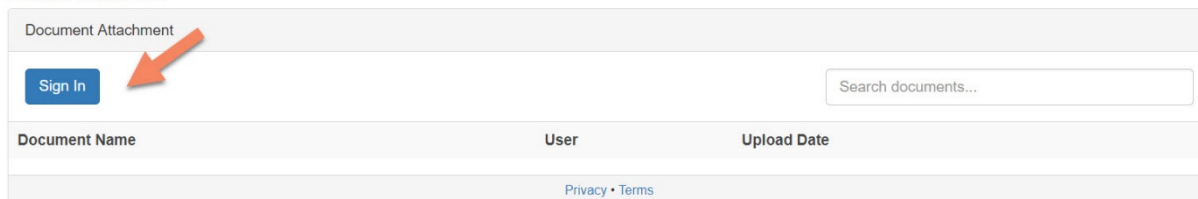
Ecollect allows you to attach a digital file to your form. You will need to save your document to your computer prior to uploading it into Ecollect.

Step 1: Save your file to your computer

Step 2: Click the Sign In button on the form that requires the attachment.

Proof of Address *

Please provide a copy of your current utility bill. If you do not have one, please include your lease and a copy of your landlord's utility bill. If you have questions, please call Judy Peiffer at 406-751-3430

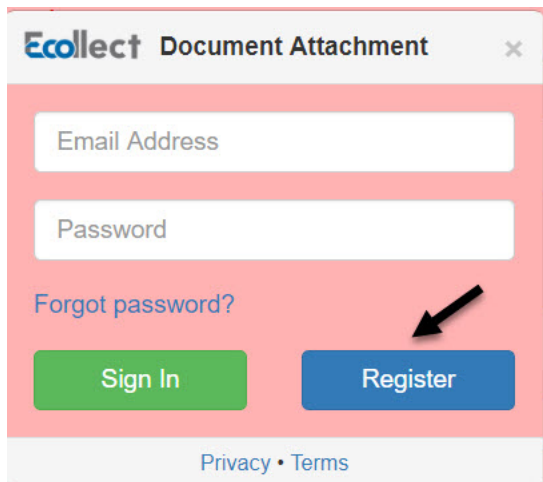


Document Attachment

Sign In

Document Name	User	Upload Date
Privacy • Terms		

Step 3: If you have never attached anything in Ecollect before, you will need to register. Put in the email and password you want to use and click on Register. You only register once. Keep this information handy as you will use this account to upload documentation any time that it is required.



Ecollect Document Attachment

Email Address

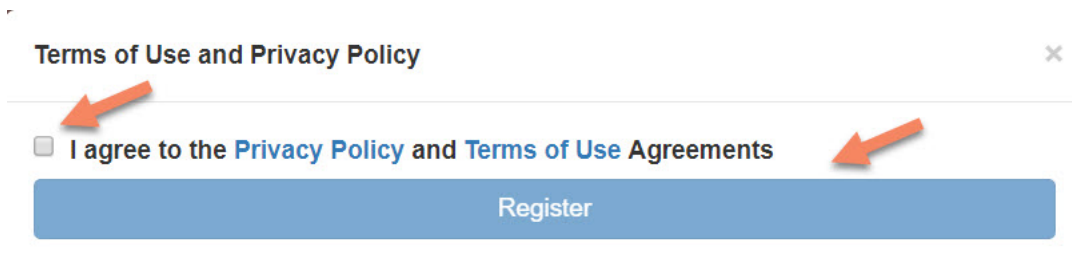
Password

[Forgot password?](#)

Sign In Register

[Privacy](#) • [Terms](#)

Step 4: Accept the Terms of Service.



Terms of Use and Privacy Policy

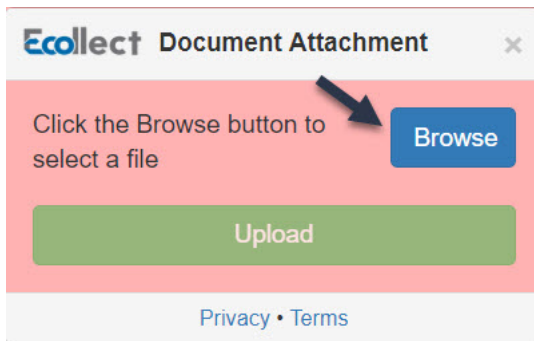
I agree to the [Privacy Policy](#) and [Terms of Use](#) Agreements

Register

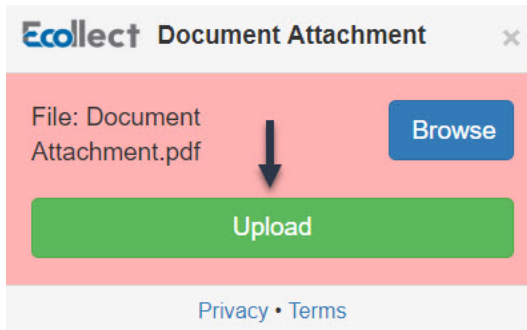
Step 5: Click on Add Document



Step 6: To upload the document, you will first want to select Browse and find the document on your computer.



Step 7: Once you select the document. You will need to click Upload. This will upload the document to Ecollect.



Step 8: The upload is complete when you see the name of your document listed. You can also delete your document by clicking on the trash can. Once you are finished with the page, hit submit.

