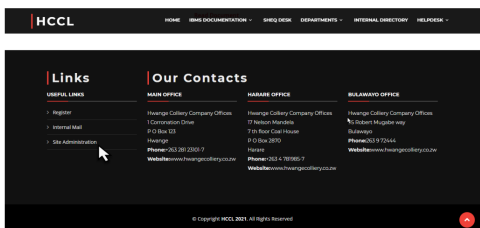
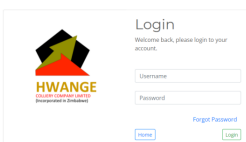


# How to upload IBMS Docs

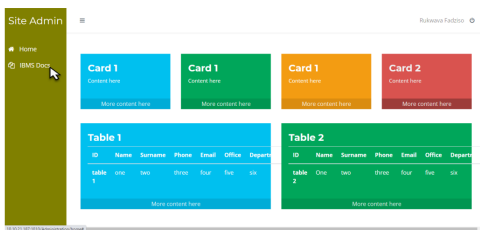
**NB: You must be from the IBMS desk**



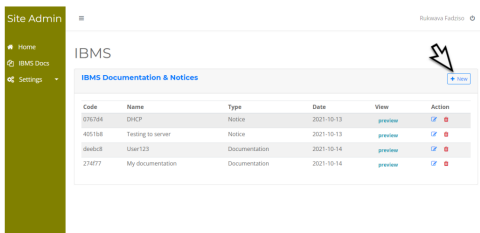
1 Go to the Site Administration page



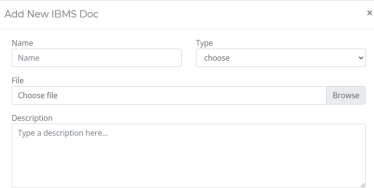
2 Go to Log in page



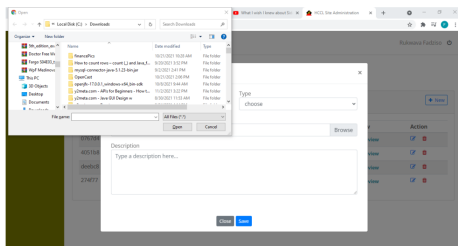
3 Click on IBMS Docs



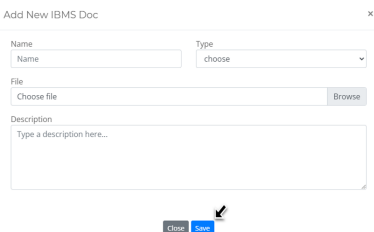
4 On the IBMS page click NEW



5 Fill in the details on the window that appears



6 NB: Only PDF files can be uploaded and you must know the location of that file.



7 Click save to upload the file