

# Uploading Documents through RMS Ready Web Portal

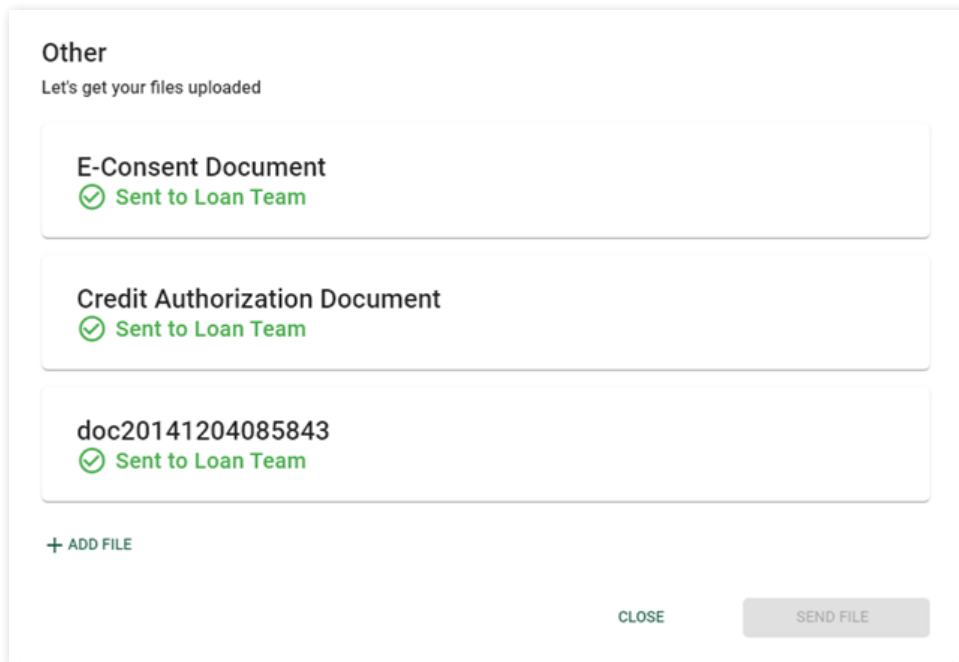


## When the Application is Already Submitted

1. Go to <https://applynow.rmsmortgage.com/login> and log in using your email address and password that you created.

2. Click on ADD FILE

3. In the pop up box, click +ADD FILE



4. Go to where you store your documents, highlight the document you wish to upload and click Open. Then in pop up box, click Send File.



5. You will now receive a pop up notification stating that your document has successfully been uploaded. Repeat these steps for each additional document that you wish to upload.