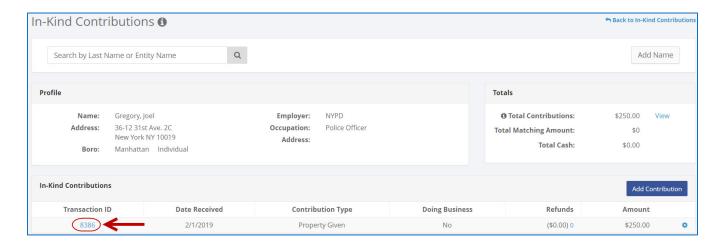
# **C-SMART HELP**

## IN-KIND CONTRIBUTION DOCUMENTATION

### HOW TO ADD IN-KIND CONTRIBUTION DOCUMENTATION

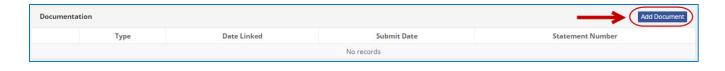
- 1. Go to the contributor's **In-Kind Contributions** page.
  - Click the contribution's Transaction ID OR enter it into the Search Name or Transaction ID bar.



OR

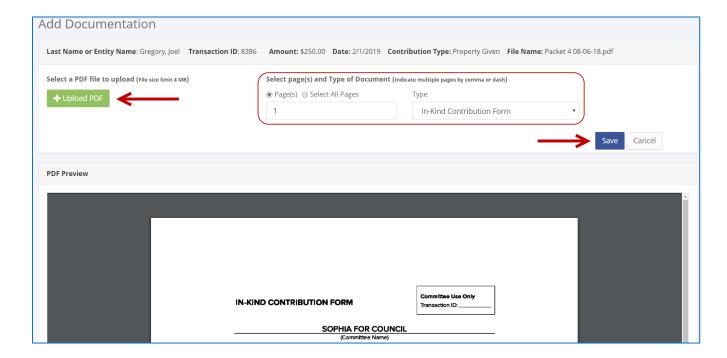


2. Click Add Document.



Best Practice: As a shortcut, you can click the gear next to the contribution and then Add Document.

- 3. Click **Upload PDF** and select a file from your computer.
  - Complete the following fields:
    - Page(s): Use a dash to select a page range (3-4) or a comma to select nonconsecutive pages (1, 3). You also can choose **Select All Pages**.
    - **Type:** Indicate the type of document. If the file contains multiple types, you can upload them together under a single type.
  - > Click **Save** to store the document in C-SMART and link it to the transaction.



4. The document has been successfully uploaded.



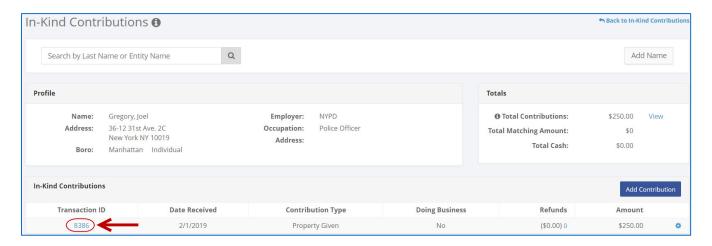
#### **Important:**

- The maximum allowable file size is 4MB and only PDFs can be uploaded. For help with larger files, contact your Candidate Services liaison.
- The CFB does not receive uploaded documents until the underlying transaction is submitted in a disclosure statement or an amendment.
- 5. You can return to this page anytime and click **View PDF** to review your upload.



### HOW TO DELETE IN-KIND CONTRIBUTION DOCUMENTATION

- 1. Go to the contributor's **In-Kind Contributions** page.
  - Click the contribution's Transaction ID OR enter it into the Search Name or Transaction ID bar.



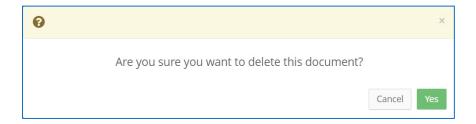
OR



2. Click **Delete** under **Documentation** to proceed.



Click Yes on the window that opens to complete the deletion.



3. The document has been successfully deleted.



Important: You cannot delete documentation after it has been submitted to the CFB.