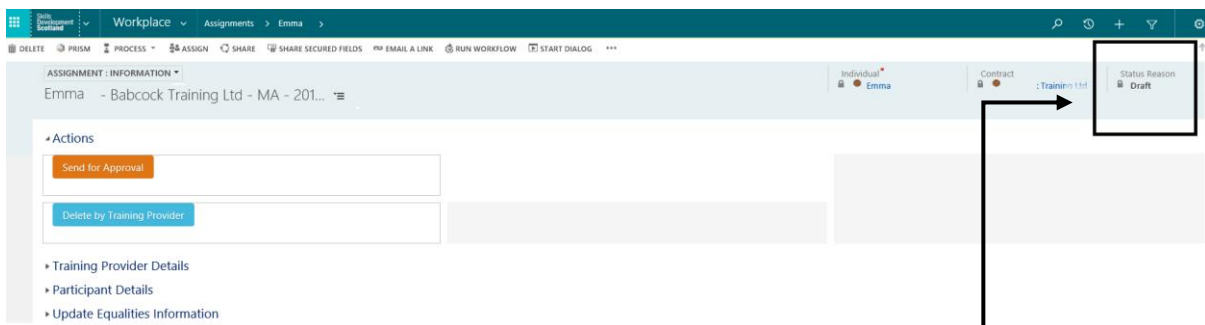


# FIPS QUICK START GUIDE

## Uploading Evidence for Enhanced Funding

Enhanced Funding rules and guidelines can be found [here](#) and [here](#)  
This guide will cover how to upload evidence (Appendix 13) required for any candidate that qualifies for Enhanced Funding

1. Application is entered into FIPS by the Training Provider and the funding category is manually changed by the Training Provider to 16-19. This is further explained in the guidance in the links above.
2. Once the application has been submitted to an assignment, the Training Provider can add an Attachment to the assignment while in “draft” status prior to sending to the assignment for approval.



Assignment is still in “Draft” status prior to being sent for approval. Attachment should be added at this stage.

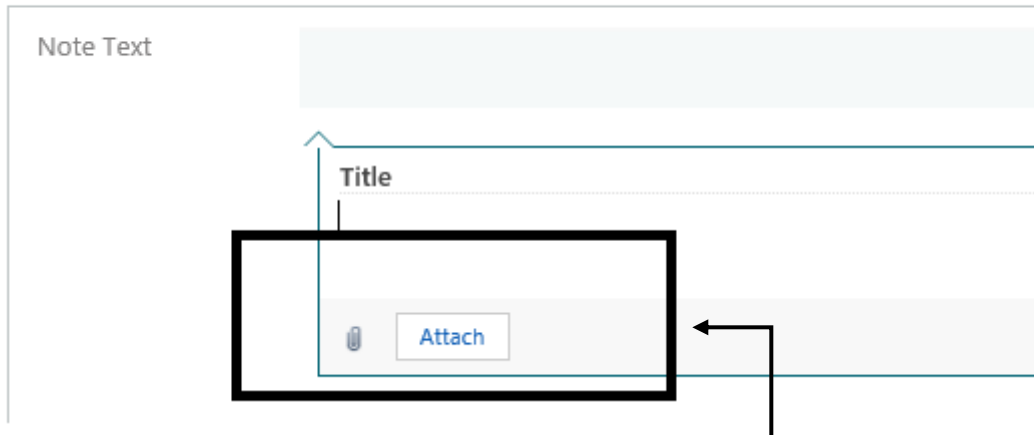
3. Within the list of collapsible headers, scroll to the bottom to find “Attachments”.



Arrows above show the areas that you need to click into to upload attachments. Within the Attachments tab, click into “Notes” then into “Enter a Note”.

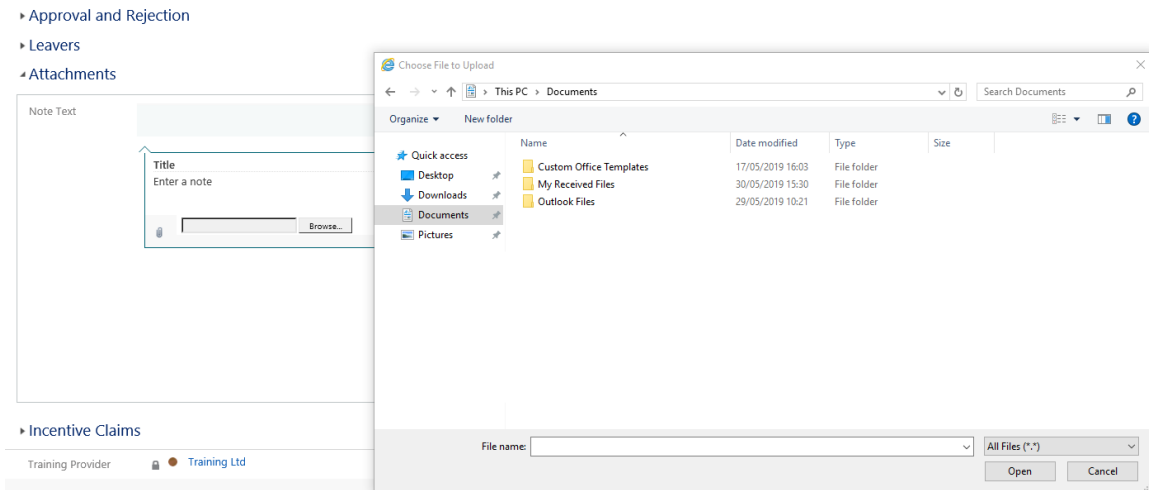
4. When you click into Enter a Note, the box will update with an attachment icon shown below.

### Attachments

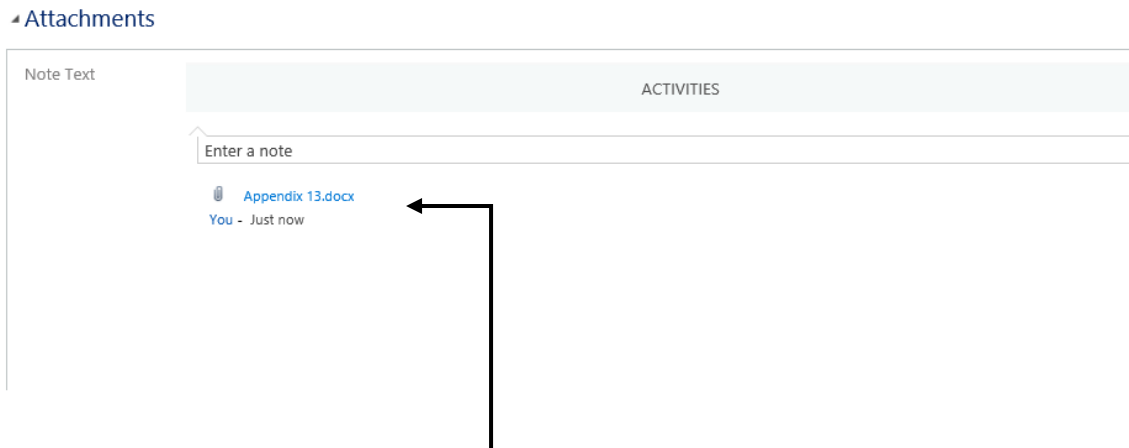


Click on Attach which will then display a "Browse" button. Click on browse to look to search for the document(s) you would like to add to the assignment.

5. Using the browse function, locate the files required and click on Open to add them to FIPS.



6. The file will be added to FIPS when you click on Open. You can click on any part of the assignment to close the dialogue box which will complete the upload. This is shown below.



The above screenshot shows the document that has been uploaded, the person that uploaded it and when this was completed.

7. The attachment has now been successfully added. If the incorrect document has been uploaded in error, click over the attachment to highlight it. This will display an X icon which will allow you to delete the upload. The steps above should then be followed to upload the correct document.



Once the evidence has been uploaded successfully, the draft assignment can be submitted for approval per the normal process.