

LABELING (save as) AND SUBMITTING INSTRUCTIONS FOR YOUR QUARTERLY REPORTS

To avoid delays in processing your quarterly reports, please follow these guidelines.

1. Scan your reports into your computer.
2. Rename / "save as" your scanned reports. From the two columns below on the right, use the labeling examples under "Master Report Save as File Name" and Apprentice Report Save as File name" to rename your scanned reports.
3. Login to your dashboard / account in eLicense, on the left you will see your license(s), to the right of your license are options for your license, click on the options and choose Submit Additional Documentation from the drop down. Here under the Submit Additional Documentation Option, you will be uploading 2 reports (1 Master Report & 1 Funeral Directors Report) for each quarter 1 through 8.
4. Enter a reason for submitting. After clicking the option, the system will ask you to enter a reason for submitting additional documentation. Below on the left are the labels for the reason for submitting additional documentation.
5. Click "SAVE AND UPLOAD DOCUMENTS", this will take you to the upload page to which you will choose your files for the upload.

Reason for Submitting the additional documentation	Master Report Save as File Name	Apprentice Report Save as File name
Q1 Master FD Report and Q1 FD Reports	Q1 Master FD Report	Q1 FD Report
Q2 Master FD Report and Q2 FD Reports	Q2 Master FD Report	Q2 FD Report
Q3 Master FD Report and Q3 FD Reports	Q3 Master FD Report	Q3 FD Report
Q4 Master FD Report and Q4 FD Reports	Q4 Master FD Report	Q4 FD Report
Q5 Master FD Report and Q5 FD Reports	Q5 Master FD Report	Q5 FD Report
Q6 Master FD Report and Q6 FD Reports	Q6 Master FD Report	Q6 FD Report
Q7 Master FD Report and Q7 FD Reports	Q7 Master FD Report	Q7 FD Report
Q8 Master FD Report and Q8 FD Reports	Q8 Master FD Report	Q8 FD Report