**How to Attach Files from a Resource Folio to a DRF**
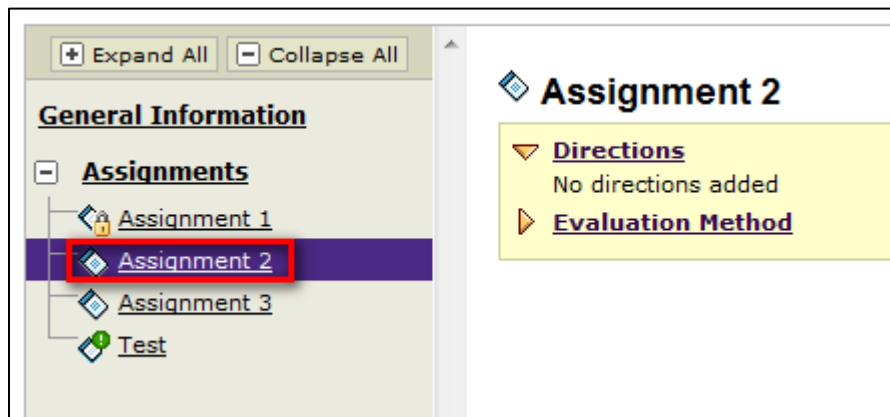
To begin, click the name of your DRF program from the homepage.
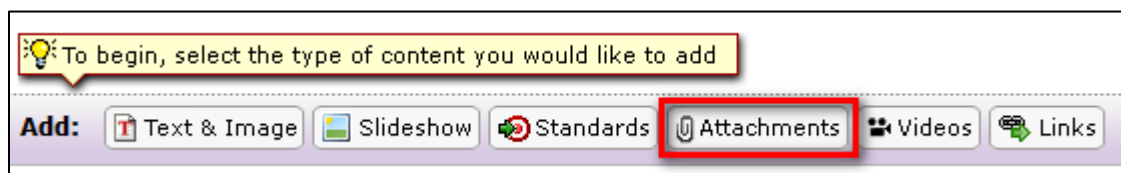


From the left frame, click the name of the appropriate requirement to which you wish to attach your document.



Click the Attachments button in the Add toolbar at the bottom of the screen.

From the Attachments form, select the second option – Attach a Previously Uploaded File. From the resulting drop down menus, choose Web Folios and then select the appropriate file. Once the appropriate file has been selected, click Add File.



*Repeat these same steps to attach any additional files from your Resource folio to this requirement.*

When finished click Save and Return. You will see that file has now been linked to your DRF.