**UNITED STATES CHAMBER OF COMMERCE**

ACCREDITATION ®

Tech Support for Completing the Accreditation Application using Adobe Version X

1) Open the Accreditation application in Adobe Version X

2) Navigate to appropriate page and question where attachment should be added

3) On the Adobe X toolbar at the top of the screen, click on "View"

4) Drag the cursor over the word "Comment" to show the next drop-down menu

5) Click on "Annotations"

Steps 3 - 5
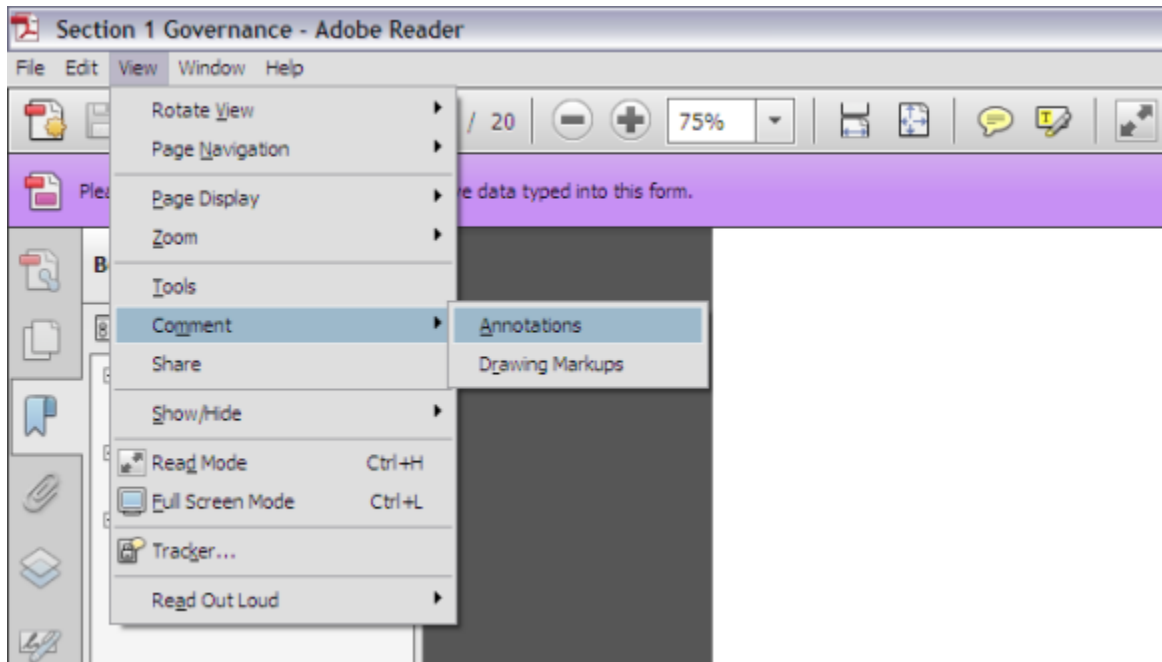
6) The "Annotations" box will open on the right-hand side of your screen

7) The middle icon on the top row of the "Annotations" box is a paperclip with a text bubble; hover the cursor over this icon, it should read, "Attach File"

Steps 6 -7
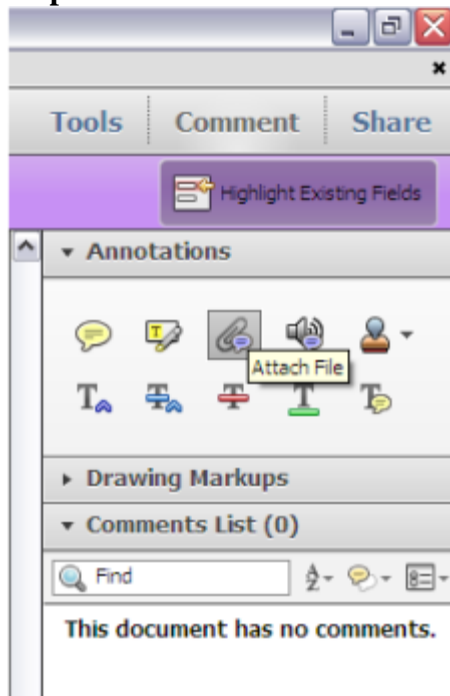
8) Click the "Attach File" icon to select the appropriate file(s) to attach to the application

9) Click on the "Paperclip" icon and then click the "OK" button

Step 9
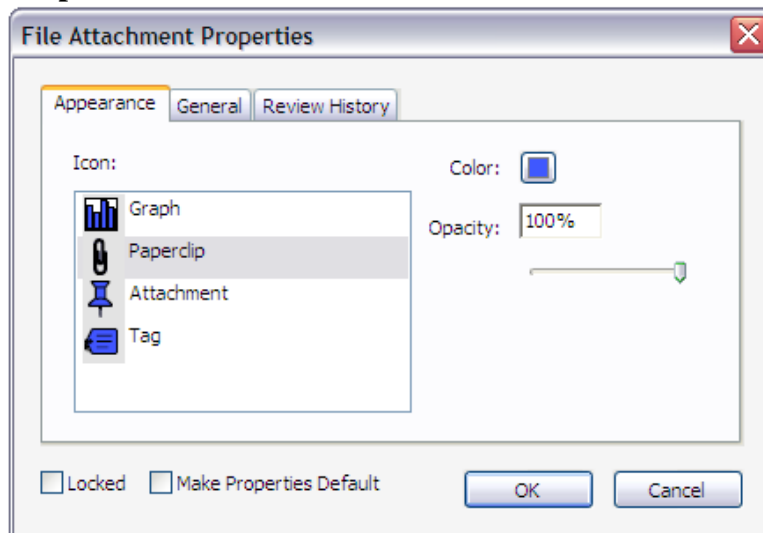
10) A paperclip icon will appear in the attachment area. Clicking on this icon will open the file you have attached. If you want to unattach the file, select the icon with your cursor and hit the delete key.