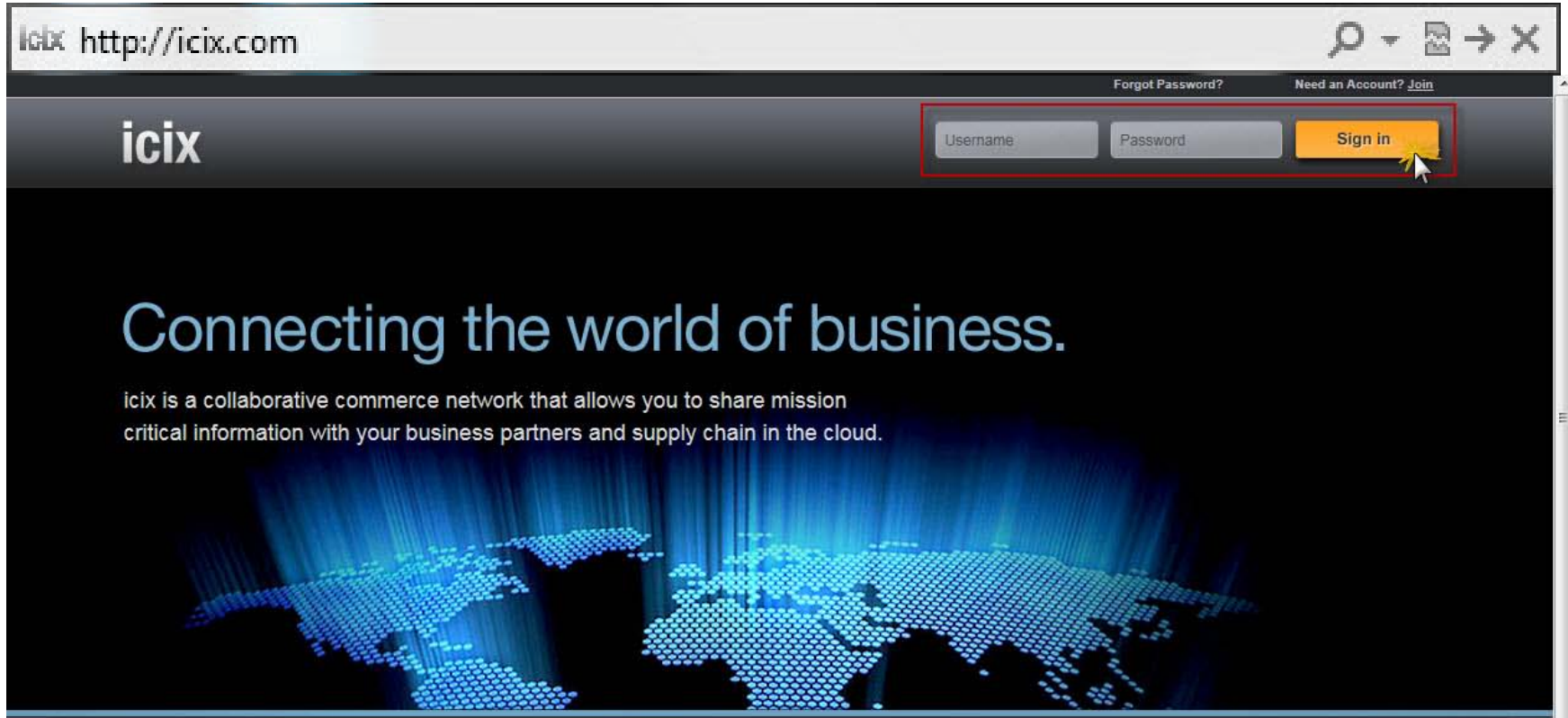


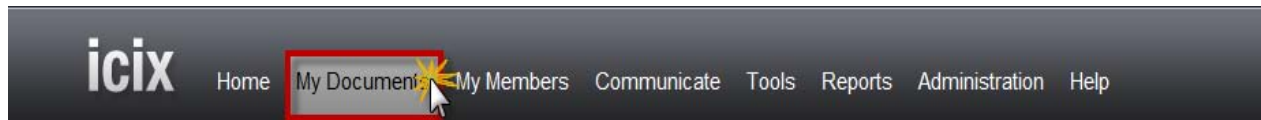
# How to Upload Certification Documents



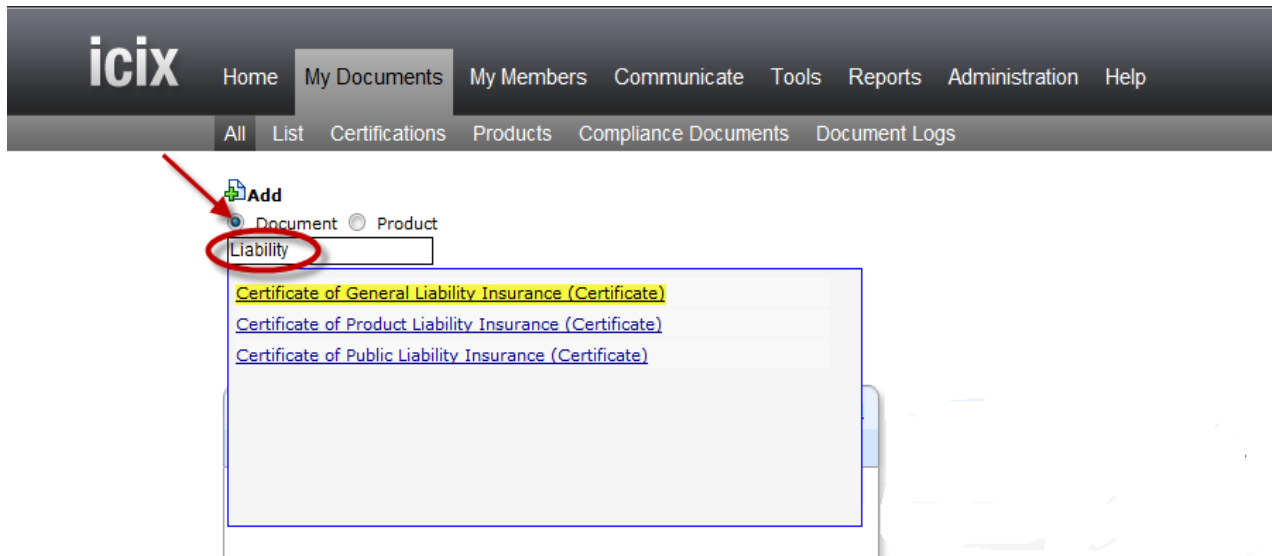


Go to [www.icix.com](http://www.icix.com) and enter your username and password.  
Click Sign In.

To upload a certification document, click [My Documents](#).



Select the document radio and start typing the name of your document. Select the applicable document from the library.



**New Certification** Cancel Save

**Industry Standard\*:** Certificate of General Liability Insurance Select Name




**Document Title\*:** Certificate of General Liability Insuran




Description:




Certification Number:

Score/Grade:  (If Applicable)

Issued By:

**From Date\*:**     **Click on the calendar icons to select the dates**

**Expiration Date\*:**    

**Reminder Date\*:**    

Person making declaration:


Position/Job Title:


**Document Management**

Date Created: Feb-24-2012

Last Updated:

Last Updated by:

 Share

 Link

Category:  Select

(optional)

Department:

(No Department) ▾

Enter the Certification information.

**NOTE:** All fields marked by a red asterisk are mandatory.

**New Certification** Cancel Save

Industry Standard\*: Certificate of General Liability Insurance Select Name

Document Title\*: Certificate of General Liability Insuran

Description:

Certification Number:

Score/Grade:  (If Applicable)

Issued By:

From Date\*: 02/01/2012

Expiration Date\*: 02/01/2013

Reminder Date\*: 01/01/2013

Person making declaration:

Position/Job Title:

Certification Document: [Upload File](#) [File Manager](#)

Supporting Document 1 :   
 [Upload File](#) [File Manager](#)

Supporting Document 2 :   
 [Upload File](#) [File Manager](#)

**Document Management**

https://beta.icix.com/sites/UploadFile.aspx?showOrgChkBox=false&guid=B72...

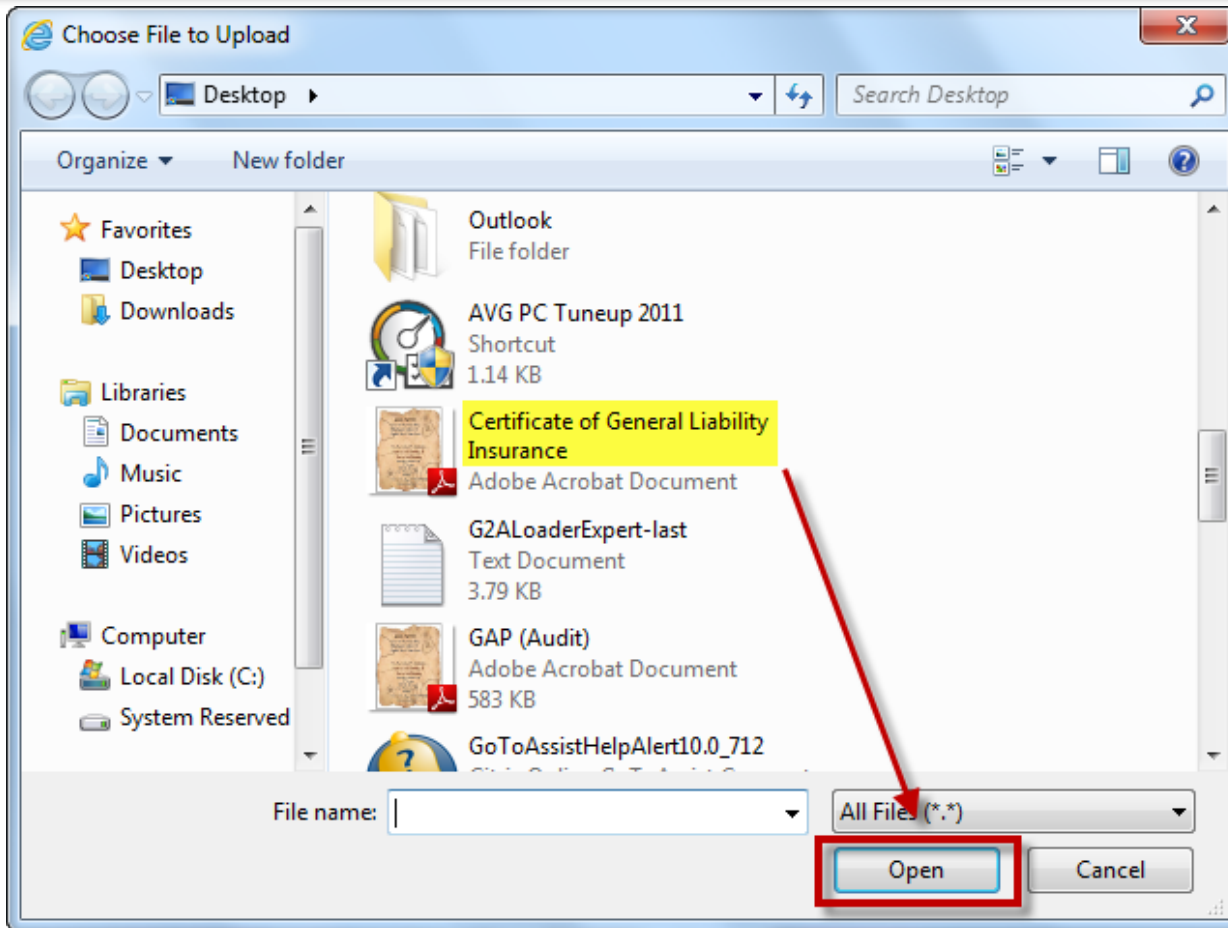
https://beta.icix.com/sites/UploadFile.aspx?showOrgChkBox=false&guid=B72DB586-C4CB-4...

**Upload File**

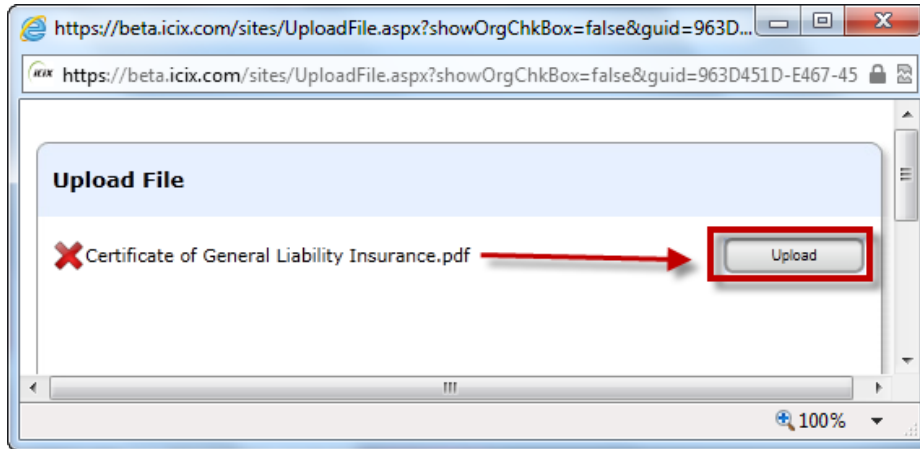
Browse...

100%

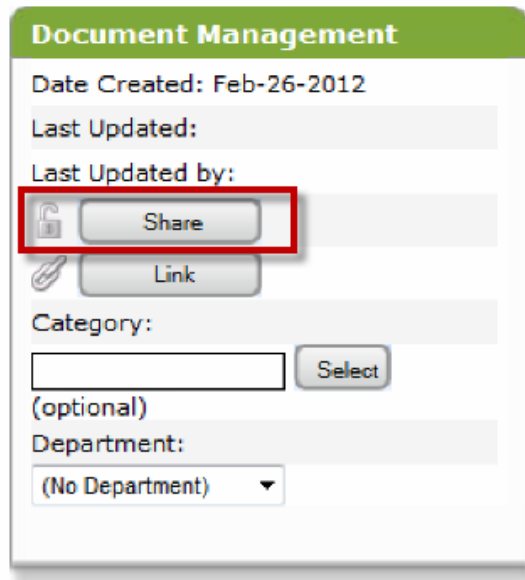
Upload the Certification. Click Upload File, then click Browse to locate your document.



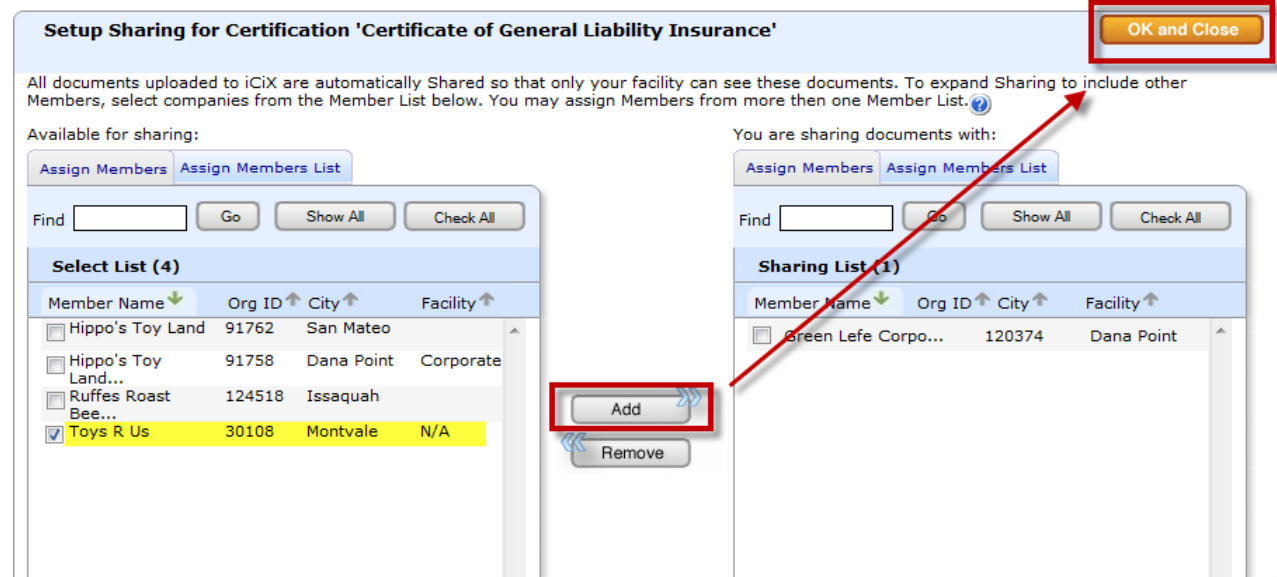
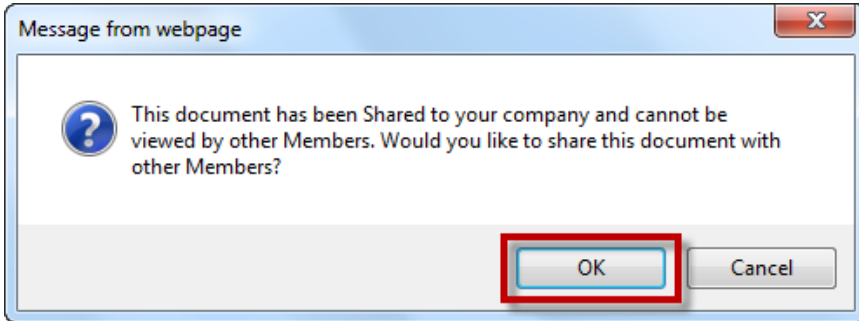
Locate the document from your files. Select the document and click **Open**.



Click **Upload** once the document name is displayed.



Click **Share** to apply sharing permissions to this document.



Choose the member to receive sharing permissions and click



Click **OK and Close** when finished.





**Update Certification** Cancel **Save** Delete

Industry Standard\*: Certificate of General Liability Insurance Select Name

Document Title\*: Certificate of General Liability Insuran

Description:

Certification Number:

Score/Grade:

Issued By:

From Date\*: 02/01/2012

Expiration Date\*: 02/01/2013

Reminder Date\*: 01/01/2013

Person making declaration:

Position/Job Title:

Certification Document: [Upload File](#) [Delete File](#) [File Manager](#)

**Document Management**

Date Created: Feb-27-2012

Last Updated: Feb-27-2012

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Category: [No Category Selected] Select

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Click **Save** when finished to return to the list of documents.

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 Document  Product  
  
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<a href="#">Certificate of General...</a>		Feb-27-2012
<a href="#">BRC Global Standard fo...</a>		Dec-15-2011

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**Products** [Add](#) [View All](#)

Product Name ↑	Internal (Supplier) Number ↑	Date Added ↑
<a href="#">product BW 20 oz</a>		Feb-22-2012
<a href="#">Product BUL 32oz</a>		Feb-17-2012
<a href="#">Product 23 20 oz</a>		Jan-27-2012
<a href="#">Product 123</a>		Dec-15-2011

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Document Title ↑	Description ↑	Date Added ↑
<a href="#">Commonwealth Levy ...</a>		Feb-22-2012
<a href="#">Contact Informatio...</a>		Dec-22-2011
<a href="#">HACCP Plan</a>		Dec-15-2011
<a href="#">Sanitation Verific...</a>		Dec-15-2011
<a href="#">Open Date Code For...</a>		Dec-15-2011

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The submitted certificate will be saved within the My Documents tab, under the “Certifications” category.