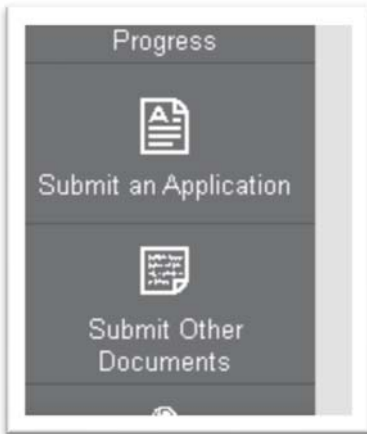# OEB Visual How-To Guide – RESS UX Submissions

Upon logging into RESS UX

Steps:
1) From the left-hand menu, select 'Submit an Application' or 'Submit Other Documents'. In this case we will choose 'Submit Other Documents'.
2) Note the following features on this page.
    a. Where there are down arrows, you will need to click on them in order to make your selection.
    b. Once you start to enter data into the form, the Checkmark will appear on the top right-hand corner. This is the 'Save form' feature.
    c. The 'X' is the 'Cancel' button to cancel any changes made to the form.
    d. The '+' sign on the Supporting Documentation will allow you to add attachments.
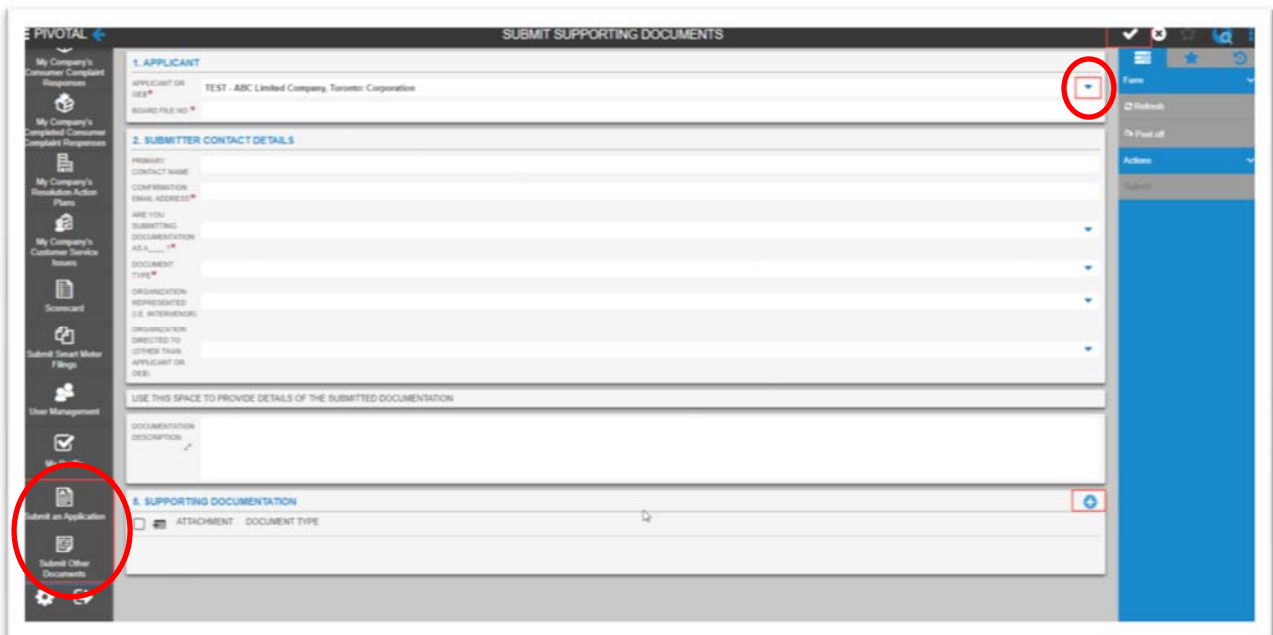
e. When you click on the down arrow, a list of values will appear. You can scroll to your selection on the right or click in the box to begin typing. This will find matching selections to narrow your search.
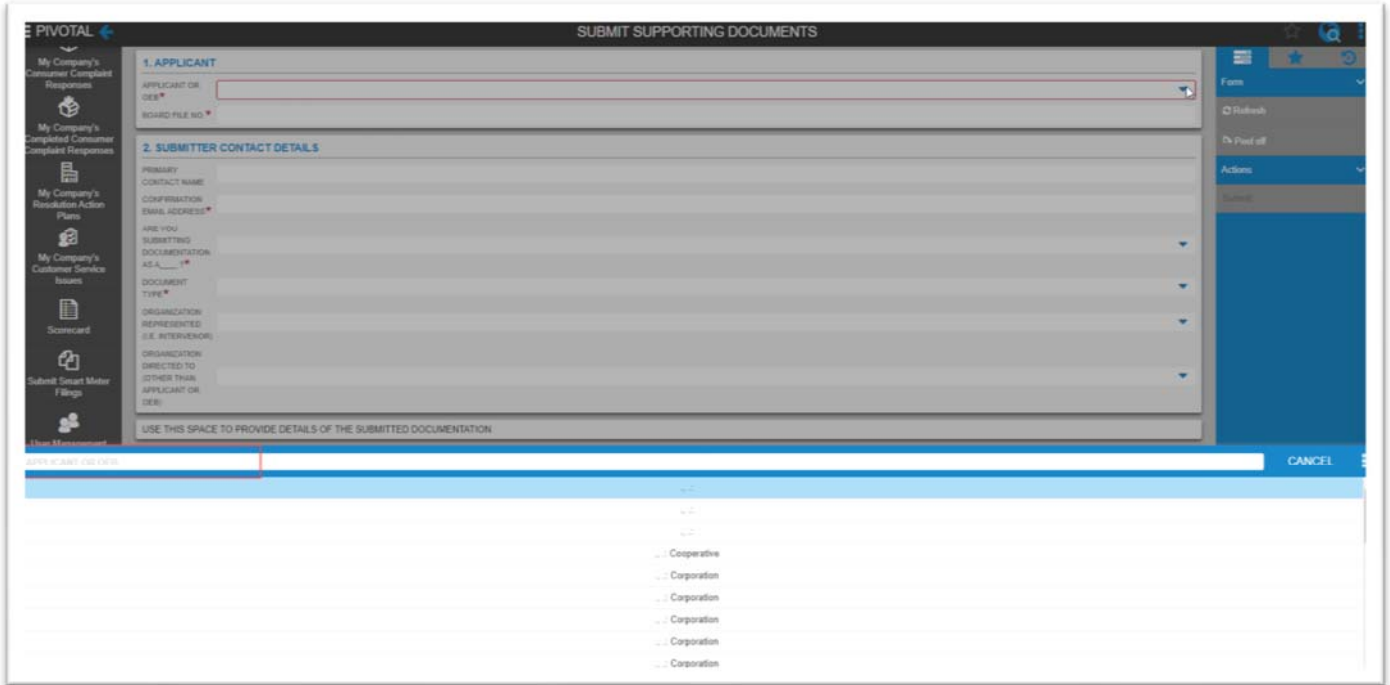
3) Fill out the items on the form. Anything with a red asterisk (*) denotes a required field.
4) To attach your file, you must save the form first by clicking on the Checkmark in the top right-hand corner.
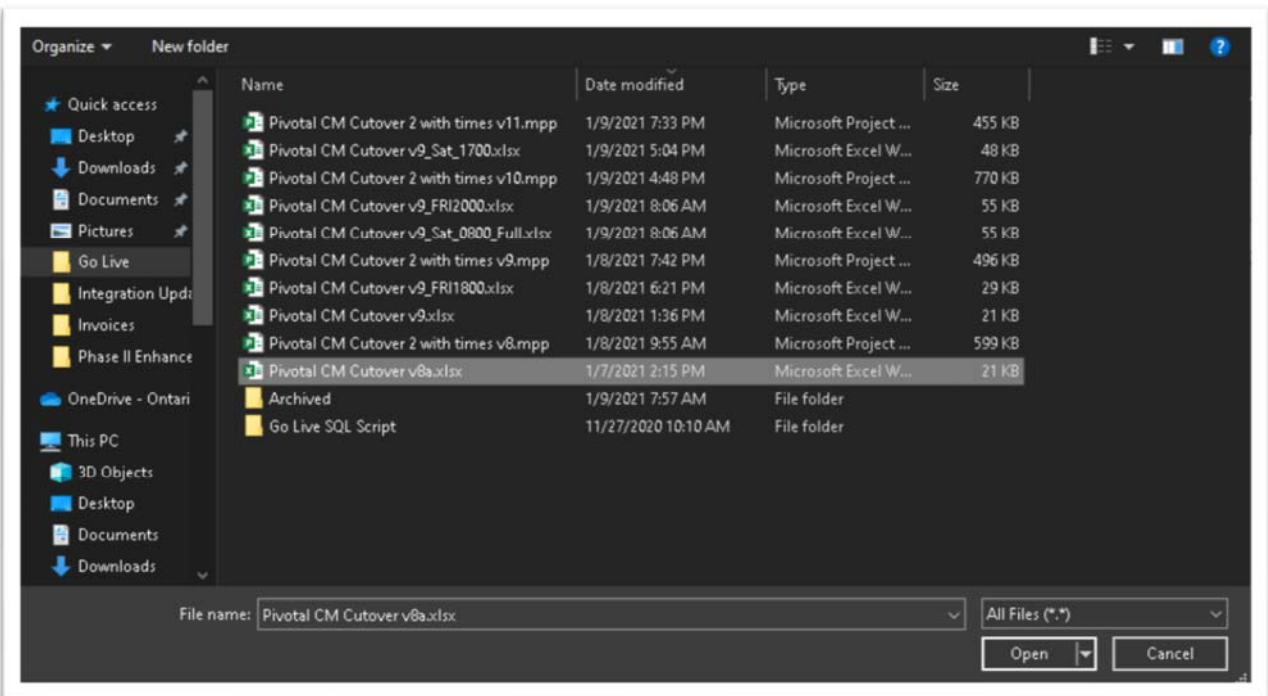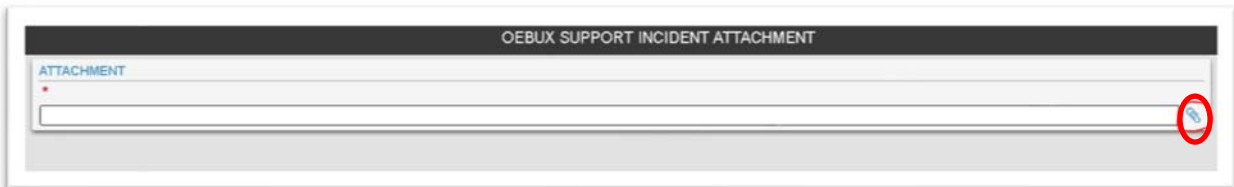5) Click on the '+' button in section '5. Supporting Documentation'.

6) If you did not save your form first, you will be prompted with this message.

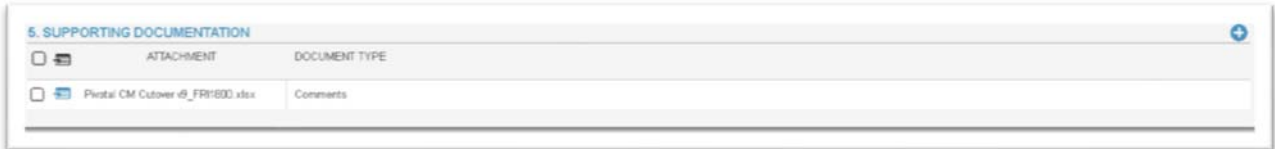7) Click 'Cancel' and then click the Checkmark to save your data.
8) The Attachment screen will open. Click on the paperclip on the right-hand side to retrieve the file selection tool.
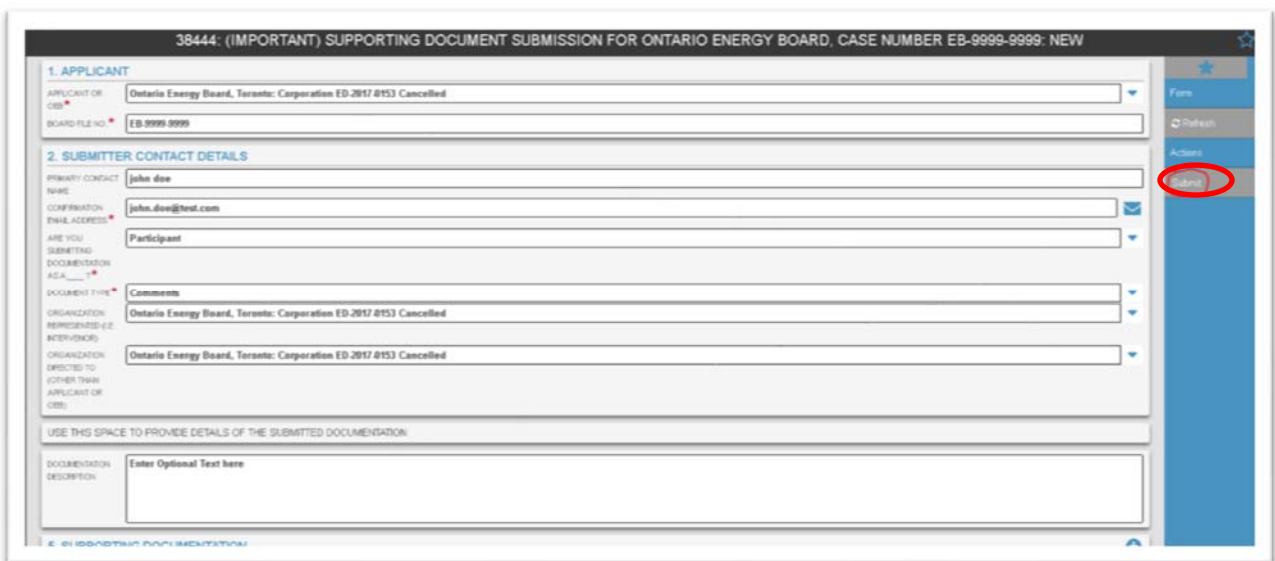
Navigate to the file that you wish to upload and select 'Open'.

9) Click the Checkmark in the top left to save the file.

10) You will see your file in the Supporting Documentation section.

11) To Submit, click on the 'Submit' button on the right-hand side.
12) You will receive an email confirmation of your submission.