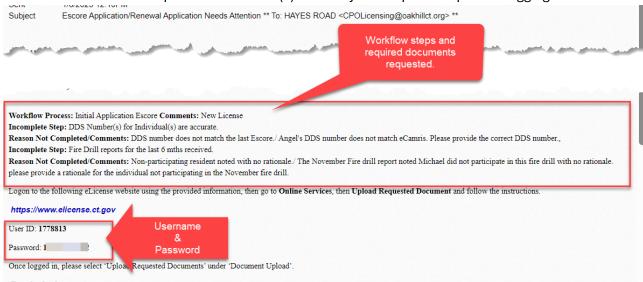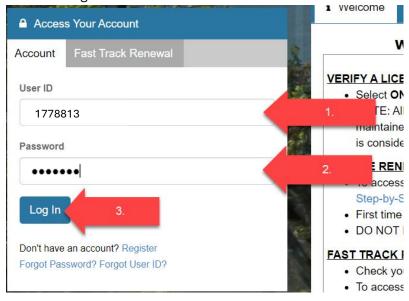# Provider - How to Complete a Document Upload for Escores

You will receive an email from within eLicense that provides, the information that is needed to complete the homes Escore. Ensure that all requested document(s) are ready to be uploaded prior to logging into eLicense.
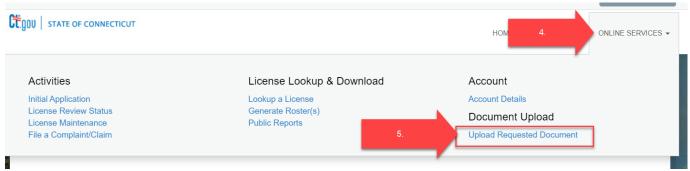

Navigate to the eLicense log in page at https://www.elicense.ct.gov

1. Enter the username.
2. Enter password.
3. Click the Log In button.

Continued Next Page
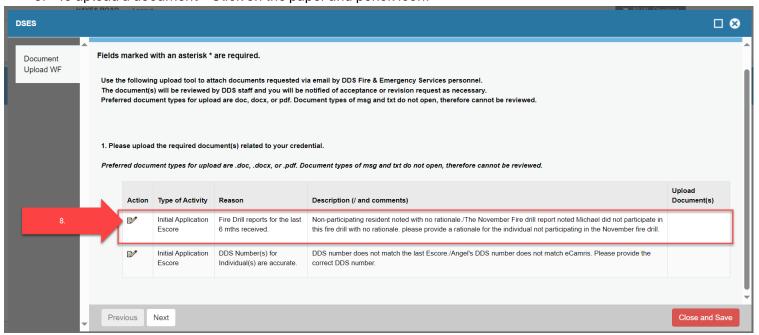
4. Click on Online Services to open menu.
5. Click on Upload Requested Document

6. Ensure to check for the DSES credential to ensure document(s) are uploaded to the correct credential.
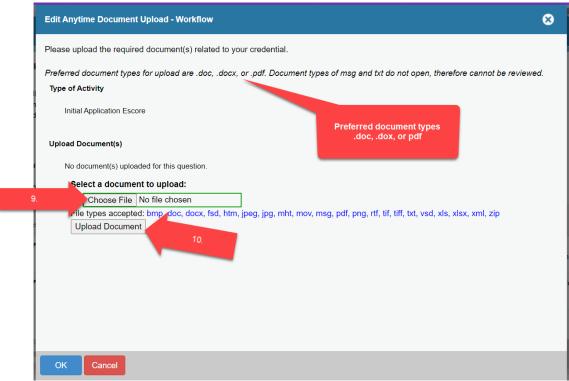7. Click on the Start link.

8. To upload a document – Click on the paper and pencil icon.
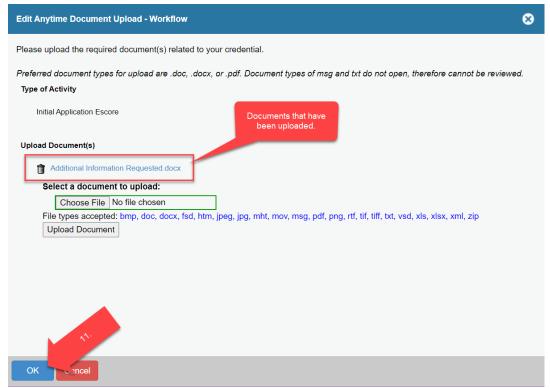

Continued Next Page

9. Click on the Choose File button. Navigate to where the document is saved.
10. Click the Upload Document button.
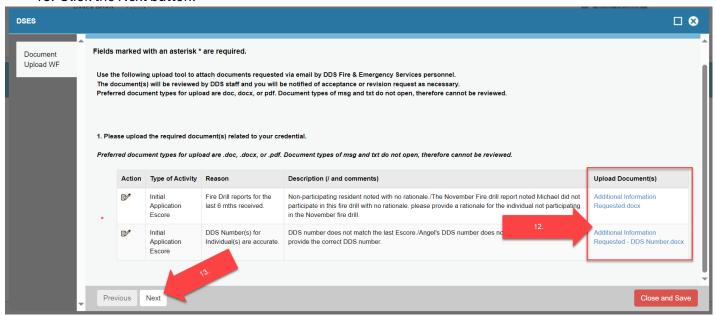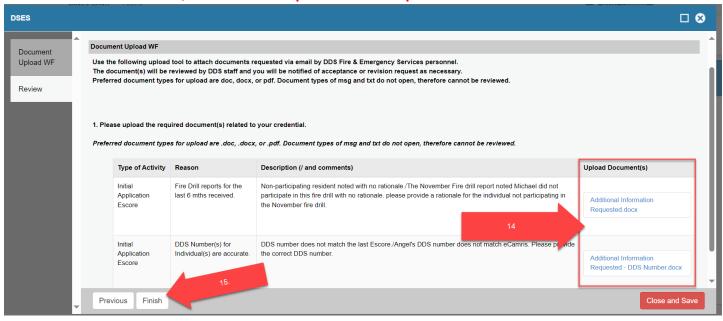   Repeat steps 9 & 10 until all documents for the step have been upload.

Edit Anytime Document Upload - Workflow

Please upload the required document(s) related to your credential.

Preferred document types for upload are .doc, .docx, or .pdf. Document types of msg and txt do not open, therefore cannot be reviewed.

Type of Activity

Initial Application Escore

Upload Document(s)

No document(s) uploaded for this question.

Select a document to upload:

9.   Choose File   No file chosen

Preferred document types .doc, .dox, or pdf

File types accepted: bmp, doc, docx, fsd, htm, jpeg, jpg, mht, mov, msg, pdf, png, rtf, tif, tiff, txt, vsd, xls, xlsx, xml, zip

Upload Document

10.

OK   Cancel

11. Click the Ok button.

Edit Anytime Document Upload - Workflow

Please upload the required document(s) related to your credential.

Preferred document types for upload are .doc, .docx, or .pdf. Document types of msg and txt do not open, therefore cannot be reviewed.

Type of Activity

Initial Application Escore

Documents that have been uploaded.

Upload Document(s)

🗑 Additional Information Requested.docx

Select a document to upload:

Choose File   No file chosen

File types accepted: bmp, doc, docx, fsd, htm, jpeg, jpg, mht, mov, msg, pdf, png, rtf, tif, tiff, txt, vsd, xls, xlsx, xml, zip

Upload Document

11.

OK   Cancel

Repeat steps 8 – 11 until all documents for listed steps have been uploaded.
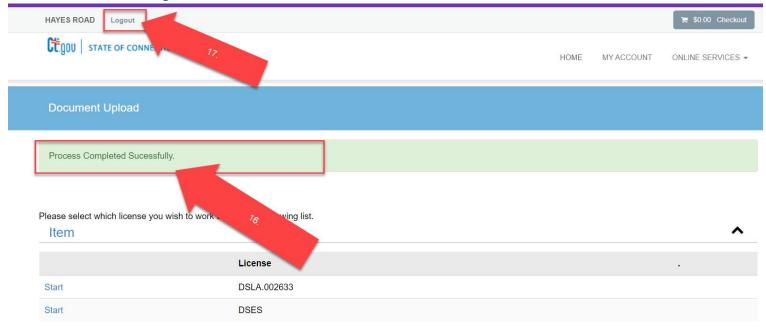
Continued Next Page

12. Review documents uploaded for each request to ensure you have the correct documents.
13. Click the Next button.

14. Review again to ensure the correct documents have been upload for each request.
15. Click the Finish button, **The document upload is not complete until the finish button has been clicked.**

Continued Next Page

16. Process Successfully Completed will be displayed as shown below.
17. You can now log out.

HAYES ROAD   Logout

🛒 $0.00   Checkout

Ct.gov | STATE OF CONNE...   HOME   MY ACCOUNT   ONLINE SERVICES ▾

Document Upload

Process Completed Sucessfully.

Please select which license you wish to work ... wing list.

Item   ︿

	License	.
Start	DSLA.002633	
Start	DSES	

You have successfully completed the document upload process