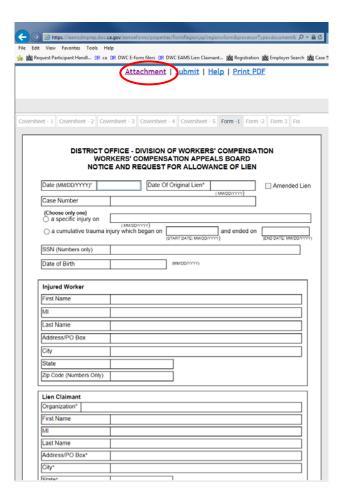
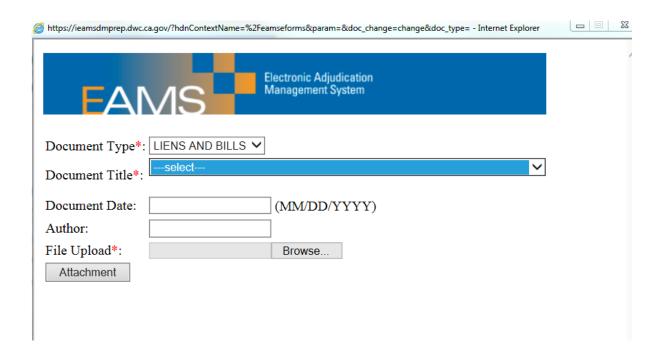
After you click on the <u>NOTICE AND REQUEST FOR ALLOWANCE OF LIEN</u> link, the lien eform will open.

You will see the "attachment" hyperlink on top of the window (circled in the screenshot below).

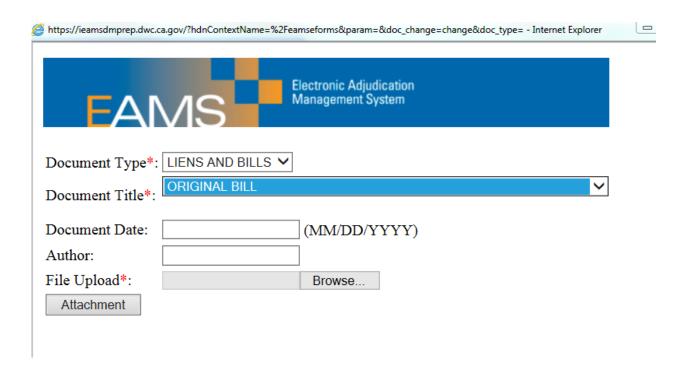


After you click "attachment" a new dialog window will open, that will include drop down menus to enter document information to identify the attachment.

Enter the information in each drop down menu in the order listed. In the first drop down menu enter the document type: LIENS AND BILLS



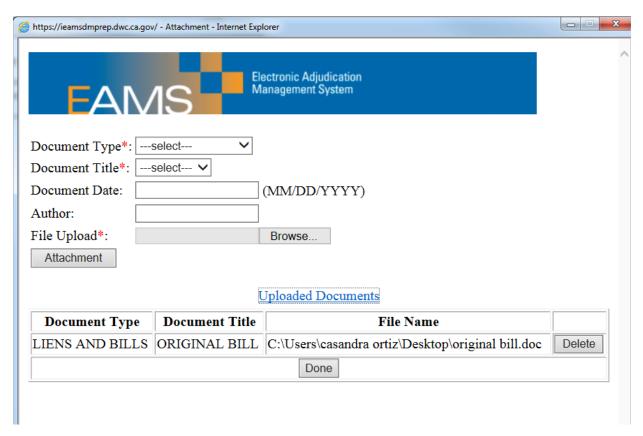
In the second drop down menu enter the document title: ORIGINAL BILL



Next, you would enter the document date, followed by the Author of the document (your UAN)

Click "Browse" and locate the bill saved on your computer

Then click "attachment"; the document will be loaded into the window



Verify that all of the information in the screen is correct, and then click "Done"

The window will close, taking you back to the Notice and Request for Allowance of Lien, and then you can print the PDF so you can serve the eform Notice and Request for Allowance of Lien. Then click "submit" to get your Batch ID information.