Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call the number located at the bottom right of every page.
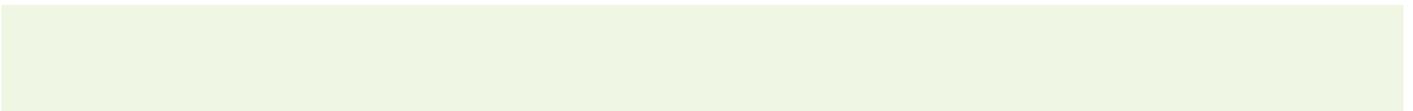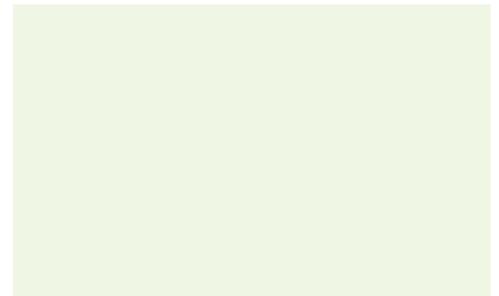
UPLOADING DOCUMENTS

The most e cient way to submit. Uploading your documents through myCB is not only secure, but ensures faster processing time.

Options for Digitizing Your Document

Take a picture
Use the myCB app
Scan your document
Utilize a local FedEx, UPS, Library, or University's resources

Submitting Through myCB

Click

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Submitting Documents

FAXING DIRECTLY TO REQUIREMENTS

Following the steps below will result in your documents **automatically attaching to their specific requirements**, designated by their included cover letters.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Follow the directions on the cover sheet
- Repeat for all requirements to be faxed

FAXING TO DOCUMENT CENTER

Following the steps below will result in your documents going into your myCB document center, where **you will need to attach them to each requirement individually**.

Print Cover Letter

Click **Document Center** within the myCB panel on the left
Click **Print/Fax Mail Cover Sheet** on far right
Read and close the warning prompt
Print the cover sheet
Follow the directions on the cover sheet
Faxed documents 1ytEdahypl-(5.oxr sheet)Tupryou w(MyjO.43 0.813 (on f)15 (a m)15 (yCB paTf-0.006Tw 2.38
Expand the requirement you wish to upload to

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Submitting Documents

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