



Attachment Guidelines

Scanning:

- If you have the original document, scan it directly rather than scanning a copy of the original. The better the scanned image; the better the final result.
- It is preferred to scan in black and white color mode in order to reduce the size of the document file.
- Scan at a resolution of 300 dpi (dots per inch).

File Attachment Size:

Attachments on eGovernment portal should not exceed 2 MB in size per file.

Valid File Types:

Attached files should be in one of the following formats:

Recommended file attachment types are:

- .pdf – Adobe Acrobat Forms Document
- .gif – Image Document
- .png – Image Document
- .jpeg – Image Document
- .jpg – Image Document