



Systematic Alien Verification for Entitlements

SAVE SCAN AND UPLOAD FOR ADDITIONAL VERIFICATION

QUICK TIPS

How to Attach a Copy of the Applicant's Document

Save an electronic file copy of the front and back of the applicant's immigration document.

Save the file as:

- ▶JPG, ▶JPEG, ▶PNG, ▶GIF or ▶PDF
- The file size **must not** be larger than 1.5MB

On the SAVE System ENTER ADDITIONAL INFORMATION page:

1. Click the "**Browse**" button and select the file (copy of the applicant's immigration document) from your files
2. Click the "**Attach**" button to upload the file to your case. **You can only attach one file** – The system displays the document and expands the page, allowing the user to update the mailing address on Form G-845.
3. The "**Click to 'Enlarge'**" link enables you to view the attachment – Click "Remove" link to delete the attachment, if desired
4. Update Form G-845 Address (Optional)
5. Click the "**Submit**" button to send your request for additional verification
6. SAVE will return a response within **3-5 federal working days** — To find your case go to Case Tab — Select Search to locate and view the verification response
7. Remember, if you do scan and upload, **do not** attach and send the Form G-845