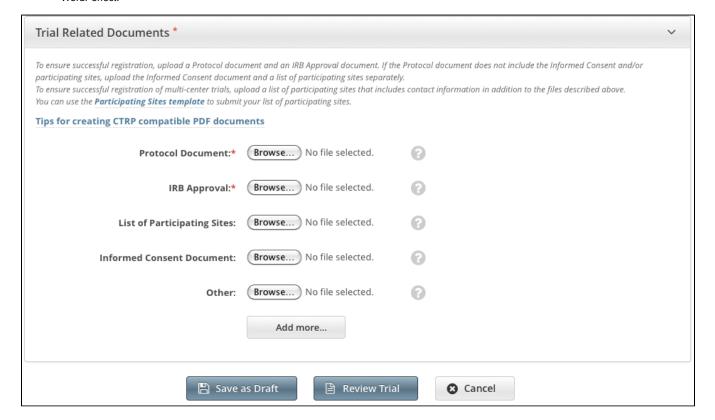# Uploading Trial-Related Documents - Include v4.4

When registering *Complete* trials, you must upload the following types of documents:

- *Complete* clean Protocol document.
- IRB Approval.
- List of Participating Sites (if not included in the protocol document). Multi-site trials require a list of participating sites and contact information.
- Informed Consent (if not included in the protocol document).

Currently, the system requires you to supply each of your documents as one of the following formats:

- Microsoft Word (.doc, .docx, or .docm).
- Adobe PDF. Adobe PDF files require special processing. For information about creating PDFs, refer to Converting Files to PDFs.
- Microsoft Excel (.xls, .xlsx, .xlsm, or .xlsb).
- WordPerfect.

How to Submit Trial Related Documents

1. Next to the document-type field, (such as **Protocol Document**), click **Browse**.
2. Follow your browser/operating system instructions to navigate to, select, and open the appropriate document.
3. Repeat the steps above for each type of document.

> ✅ **Adding Multiple "Other" Documents**
>
> You can upload more than one (1) "Other" document. After you have uploaded the first of your "Other" documents, click the **Add More** link. The system displays a new **Other** document field.