

Uploading additional documents to an application

After you have submitted an application of some kind, if your Board needs you to provide another document, you will receive an email like this one, from **NO REPLY**, with a subject line like **Information Needed – [what you applied for]:**

Dear [REDACTED],

Thank you for submitting your application. We are in the process of reviewing your application and need additional information. Please, see below the document(s) we're requesting:

- Application Type: Real Estate Broker Reciprocal
- Application Number: IA-0002793370
- Additional Document(s) Required: [Additional CE transcript](#)

To upload the additional document(s), please [log](#) into your account,

Click the **log** link.

You will be taken to log in to your MyMassGov account. After you log in, you will be taken directly to a page to upload the document, like this one:

Document Checklist Item
Additional CE transcript

Required	Document Type	Status	File Pertains To
<input type="checkbox"/>		Request from Applicant	

Information

Document Type
Original Parent Record
IA-0002793370

Owner Name
[REDACTED]

File Pertains To

Required

Files (0)
Upload Files
Or drop files

If the Board has any special instructions for this file upload, they will be in the **Instructions** box on the left side of the page.

On the right side of the page, click the **Upload files** button, and upload your document file as usual.