

Renaming your file

You may rename your file, either after upload (prior to submission) or upon study modification or at renewal:

1. At either the **Application Consent Forms** or **Application Attachments** screen, under step #3, click the relevant file name to open a pop-up window
2. Click the **Rename** option to open the renaming function
3. In the *Document File Name* field, revise the existing file name and click the *Update Document File Name* button

