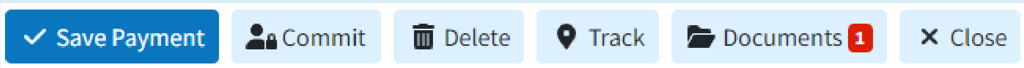
# Add Documents to an Insurance Payment

t Modified on 09/09/2024 10:59 am EDT

ollow the steps below to associate a document to a payment.

1. Select **Payment** > **View**.
2. Fill in the option for **Insurance Payment**.
3. Enter your **Search Criteria** and click the **Search** button.
4. Select the **Insurance Payment** that meets your criteria.
5. On the **Payment from [Insurance] tab**, click Documents .
6. In the Documents window, click Add :
    1. Select **Associate Existing** and use the folder navigation to locate the existing document(s), click **Save**.
    2. Or select **Upload New** to upload a new document from your computer.
        1. Select the Folder to **Upload To**.
        2. To add more files, click + Add Files .
        3. To remove any file(s), click ✖ Remove .
        4. Once finished adding documents, click Upload Files .

        > A red number indicator is displayed in the "Documents" top button, indicating the number of documents associated with the ERA/EOB
        >
        > 
        > 

7. Click **Save**.