

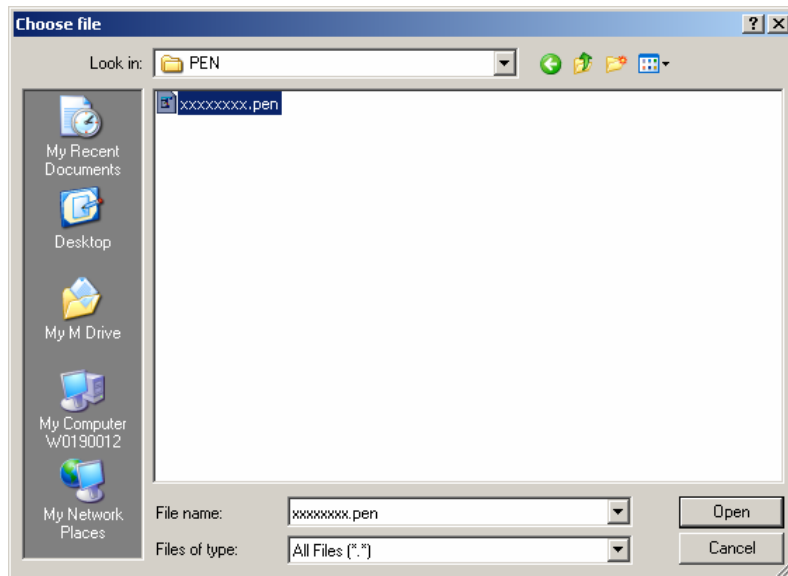
### Menu Option # 3 - Upload Pen Requests

To upload your PEN request file, follow the same procedures as you currently perform for creating your PEN request extract from your student administration.

Select option three 'Upload PEN Requests' from the main menu. The following page displays.

The screenshot shows the EdAccess web application interface. At the top, there is a navigation bar with "Ministry Home" and "Government of British Columbia" on the left, and "Ministry of Education" on the right. Below this is a "Quick Menu" section with links for "Update Contact", "Submit Requests", "Upload Requests", "Review Requests", "Download", "Password", "Reminder", and "Logoff". The "Upload Requests" link is highlighted. Below the quick menu is a section titled "Upload PEN formatted file for processing:". It contains a "File:" label, a text input field, a "Browse..." button, a "Submit" button, and a "Cancel" button. At the bottom of the page, there is a footer with links for "Top", "Copyright", "Disclaimer", "Privacy", and "Feedback".

Click "browse" and navigate to the location where you saved your PEN request extract so you can select the file from your computer. The procedure would be something like the following screen shots:



Select your file and click the 'Open' button in the dialog box. This will insert the path of your file into the web upload form allowing the application to upload your file. Once you select 'open', the web page displays as indicated below, notice it has copied the path of your file into the form.

**Upload PEN formatted file for processing:**

File:

Now click the 'Submit' button to submit the file for your review. The review screen as described in Menu option #2 will display. Once you are satisfied with your file you may hit "Submit to ministry" and you will receive a submission number if this process completed successfully, as indicated below:

• Ministry Home • Government of British Columbia

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**EdAccess** Ministry of Education

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**Quick Menu**

[Update Contact](#) | [Submit Requests](#) | [Upload Requests](#) | [Review Requests](#) | [Download](#) | [Password](#) | [Reminder](#) | [Logoff](#)

- The PEN submission was successful, your submission number is **01267628**. If there are no possible matches found in the ministry database, your return files will be available in the 'download files' section of this web site within minutes. Otherwise, your PEN submission will be returned at the next download from the ministry.

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•Top •Copyright •Disclaimer •Privacy •Feedback

If your file is error free you will receive your PEN request back within minutes, please see the 'Download Files' section of these instructions for detailed information on how to retrieve your request.