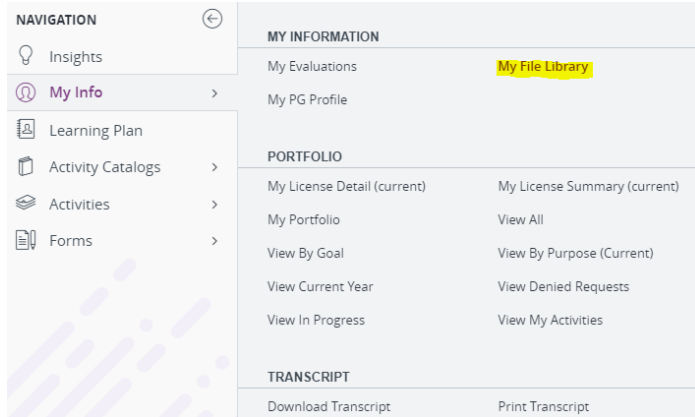# Step One: Adding a Personal File to the File Library

Before attaching a file to a form, you must first upload that file to the "My Library" section. This upload can be completed in a few quick steps, and the library accepts most document types.
Select **My File Library** from your side navigation.

Once opened, you will see a "My Files" and "District Files" section.
"My Files" includes any files you already uploaded, and "District Files" displays any district-provided material. Each section lists a file's type, name, size, and upload date.

To add a personal file to your My File Library, click on the **Add File** button.
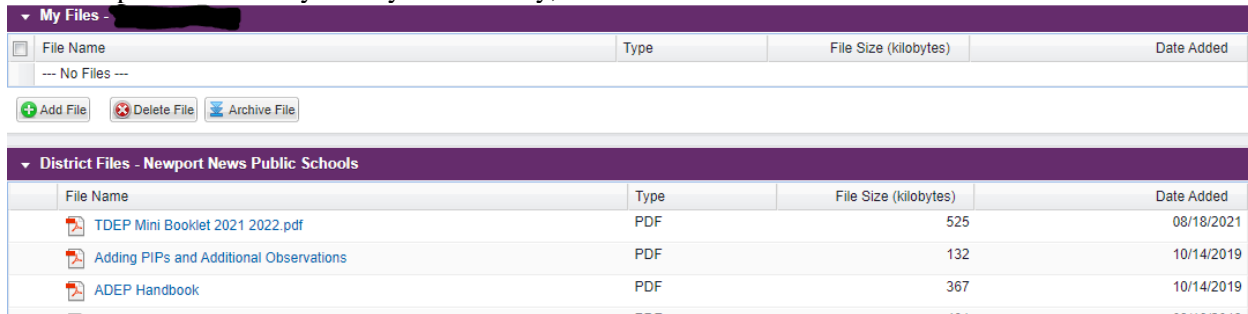
Next, click **Choose File** to locate the item you want to upload, enter an optional name (under 50 characters), and click **Upload**.
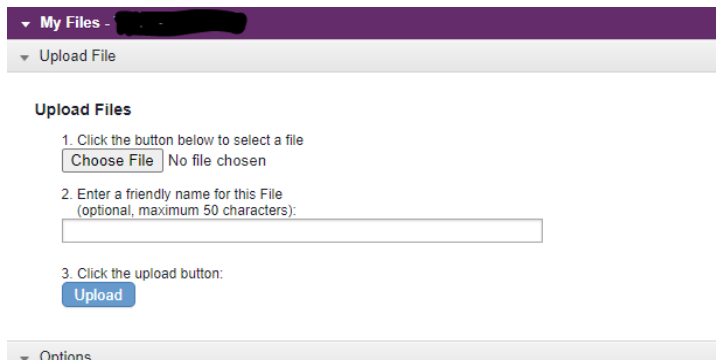
The document will then appear in the "My File" list. Once uploaded, you can check the box and complete the form. This allows the form and the document to be routed together.

Step Two: To Submit Relicensure Activities

You must submit each certificate separately **(one certificate per relicensure report form**)

Select the Relicensure Report Form or College Credit Request Form from your side navigation

Once opened, you will see the form and the fields. Please complete all required fields and include supporting documentation uploaded in your "My File Library."

Click Submit at the bottom. The form will have to work through the approval process. You can check the status of the form at any time by logging into your Frontline account and viewing your activity log.