To Upload the Order Granting Relief Requested in Plan:

1. Choose *Order Upload*

2. Enter the Case Number, Click “Next”

3. **Skip the Related Document Screen**

   ![Related document screen](image)

   Click “Next”

4. **Select the “Plan” category**

   ![Select the category](image)

   Click “Next”

5. **Choose the plan that your Order relates to:**

   ![Plan selection](image)

   Click “Next”

6. **Your Order will show as Uploaded.**