

## How to upload documents to the CEAC

1. Scan your good quality document and save it on your computer in PDF format. The size of the file must be not larger than 4MB. Name your scanned civil or financial document.
2. Log into the CEAC at [ceac.state.gov/iv](http://ceac.state.gov/iv) by using your NVC case number and invoice ID. Click “Documents” button, in the new screen select button on the far-right column under “Affidavit of Support Documents & Financial Evidence” if you need to upload financial documents or “Civil Documents” if you need to upload civil documents.
3. Click “Add A document”, select document type under the drop down list, click on “Browse” navigate to the PDF file that you saved to your computer earlier, and click on the “Upload” button.

Follow the same procedure for all of the documents that are required. You must do this for every person who is immigrating and required to upload additional documents. Once you have uploaded all the required documents for every person in your case, press the “Submit Documents” button. The status on all of your documents will change from “Uploaded” to “Submitted”. Only in “Submitted” status we will be able to read your document.