



TLSdocuments. User Guide

Self-upload your supporting documents

Getting started

You have chosen to **self-upload** the documents supporting your visa application. You have been directed to TLSdocuments, our dedicated **web app**. On this screen, you can find your TLScontact **reference**.

The screenshot displays the TLSdocuments web application interface. At the top, there is a dark blue header with the 'TLSdocuments.' logo on the left and the text 'Your TLS reference : GWF001170920' on the right. Below the header, a navigation bar contains a back arrow and the text 'Back to applicants portal' on the left, and a button with a clock icon and the text 'Not yet submitted' on the right. The main content area features a progress bar with three steps: '1 Upload', '2 Summary', and '3 Submitted'. The '2 Summary' step is currently active. Below the progress bar, the word 'Welcome' is displayed in a large font. A message follows: 'In order to spend less time in VAC, please upload documents required. Please check your emails to see what's expected.' Below this message is a large, light purple dashed box containing a plus sign icon and the text 'Drag and drop files (only .pdf files)'. At the bottom of the screen, there is a white rounded rectangle containing an orange button with a right-pointing arrow and the text 'Continue to summary'.

Step 1

Click on the plus button (⊕) in order to browse your hard drive and choose the documents you want to upload. Or you can choose to Drag and Drop your files from your hard drive to the dedicated blue space.

Please note that only documents in PDF format are accepted.

The screenshot displays the TLSdocuments application interface. At the top, the logo 'TLSdocuments.' is on the left, and the user's TLS reference 'Your TLS reference : GWF001170920' is on the right. Below the header, there is a navigation bar with a 'Back to applicants portal' link and a 'Not yet submitted' status indicator. A progress bar shows three steps: 1. Upload, 2. Summary, and 3. Submitted. The main content area features a 'Welcome' message and instructions to upload documents to reduce VAC time. A large dashed blue box contains a plus icon and the text 'Drag and drop files (only .pdf files)'. Below this, two uploaded documents are listed: 'Employment contract.pdf' (22.08 kB) categorized as 'Employment evidence', and 'Electric bill.pdf' (526.14 kB) categorized as 'Financial proof'. Each document entry includes a checkmark icon, a category dropdown menu, a download icon, and a trash icon. At the bottom, a prominent orange button labeled 'Continue to summary' is visible.

Step 2

Choose the category type for each document you add, using the arrow icon (▾). Please note that once you have chosen the category for your document, a validation message “Change category success” appears on the top right corner. Please note that you can **delete documents**, by clicking on the trash icon (🗑️) and “Confirm”. You can **preview your document** by downloading it: click on the download icon (⬇️).

Step 3

Once all your documents have been chosen, click on “**Continue to summary**”.

The status “**Not yet submitted**” displays until your documents have been submitted to a secure server.

Step 4

On this summary page, check carefully all the documents you have chosen to submit as part of your visa application.

← Back to applicants portal ⌚ Not yet submitted

1 Upload — 2 Summary — 3 Submitted

Summary

Please, check documents : upload more documents, change category then submit.

Employment evidence Add PDF file

1 DOCUMENT(S)

	Employment contract.pdf	5 page(s)	22.08 kB	
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Submit documents

Once your documents have been submitted, you cannot go back.

Step 5

You can add a document by clicking on “**Add a PDF file**”.

You can preview your document by downloading it: click on the download icon (↓).

You can delete documents by clicking on the trash icon (🗑️) and “**Confirm**”.

Step 6

Once you have confirmed the list of documents you want to submit for your visa application, click on **“Submit documents”** and confirm.

Important: Once you have pressed on **“Submit documents”**, you **will not be able** to go back or add any more documents to your application.

Once your application has been submitted, the status will be changed to **“Submitted”**.

← Back to applicants portal Submitted

Upload Summary Submitted

Documents submitted

This is the list of your documents submitted for your visa application.

Employment evidence 1 DOCUMENT(S)

 Employment contract.pdf	5 page(s)	22.08 kB
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Congratulations, you have successfully uploaded your documentation using the TLSdocuments web application!

Click on **“Back to applicant portal”** to check your appointment details and find more about your TLScontact centre and the additional services available.