Attach files to a project report

**STEP 1**

Log in to PCTAConnect and Click “Crew Leader Dashboard”

**STEP 2**

Find the name of the project for which you would like to attach files. Click on the name of the project.
STEP 3

Click on the tab that says “Project Files.”

![Image of Project Files section]

STEP 4

Drag and drop files into the “Files” box or click the “Upload Files” button and follow the prompts to select files (photos, PDFs, etc.) from your device.

![Image of Files section]