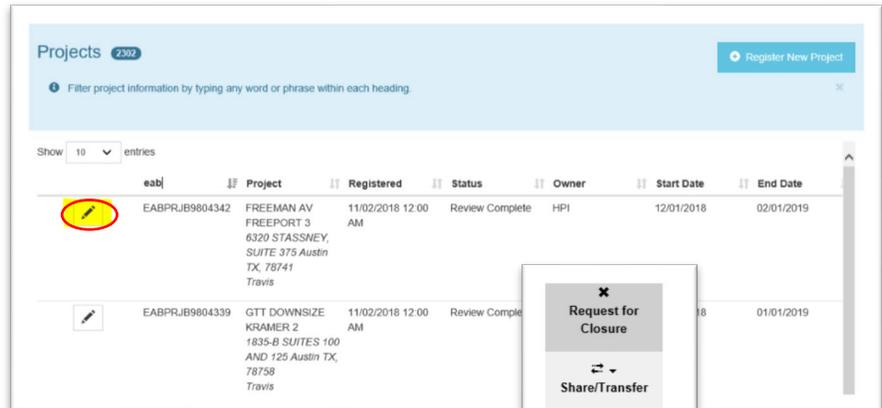# TABS Legacy Upload User Guide
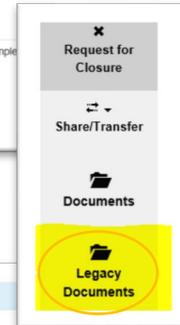
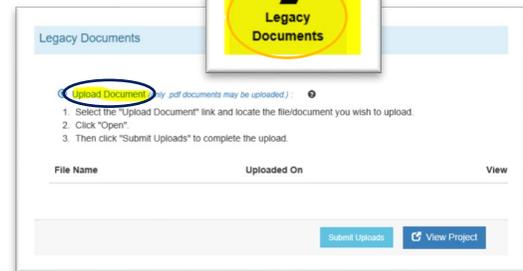**1** Select the Legacy project number from your "My Projects" screen.

2 Select the "Legacy Documents" option to the left of the project dashboard.

3 Select the "Upload Documents" link. A file explorer screen will appear.

4 Select the PDF document(s) you wish to upload and click "Open". More than one document may be uploaded at once in Legacy uploads. The maximum upload size to open at one time is 30MB. The system does not allow duplicate file names and file names cannot be longer than 30 characters. The list of documents will appear.
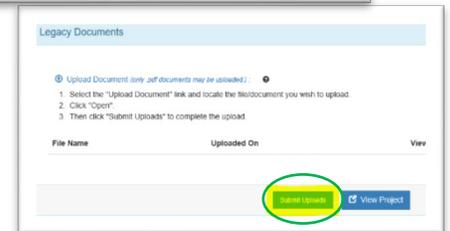
5 Select the "Submit Uploads" button to complete the upload.

NOTE *If you are submitting a closure request or accept a transfer, TABS will prompt you to submit Legacy documents prior to completing the closure request or accepting a transfer. The project will be rejected at final closure without the upload.*

As with all TABS projects, the Legacy uploads will be instantly available. If you have trouble, please email techinfo@tdlr.texas.gov.

Legacy projects in TABS must follow TABS requirements and the 2018 RAS Procedures. At this time RASs will not receive email reminder notifications regarding Legacy projects.