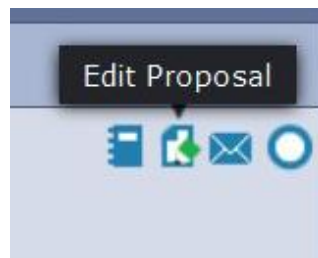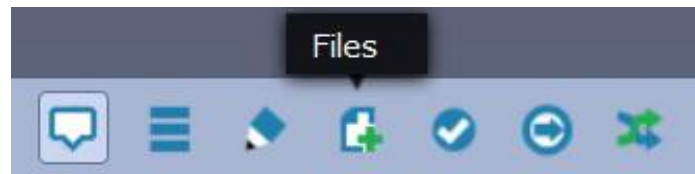# How to attach a file to a proposal

To attach a file to a proposal, it must be one that you are currently able to work on. After logging in, you will find all proposals waiting for you to take action in the My Tasks tab of the Proposals Module.
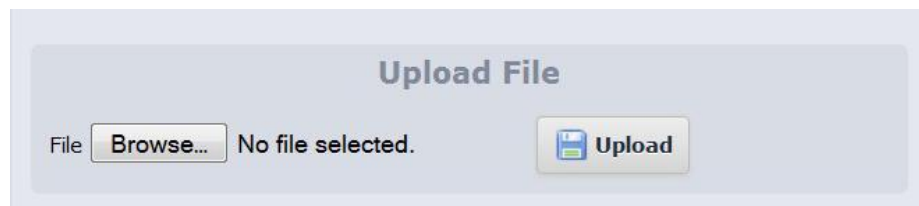
Hover over the Proposal and click on the Edit Proposal Icon.

In the Proposal Toolbox (right side), click on the Files Icon.

Now you just need to browse your computer for the file, and click Upload.

After uploading a file, you are able to view all attached files in the section named Attached Files. This will give you information regarding who uploaded the items and when.