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Requirements of Upload File

- When uploading your document, your file must be **a single** PDF (one file).
  Warning: Attempting to upload more than one file will result in ONLY the last file uploaded being submitted to the Auditor of State.

- The single PDF file must be less than 30MB. The combined size of the 2 PDF files must be less than 30MB.

- For entities **filing on the regulatory basis of accounting ONLY**, we offer the option to upload two separate PDF documents.

Converting Using Other Software

Many software programs give users the ability to save your files in a PDF format by selecting the "Save As" option to select saving as a PDF as the file format.

However, if you are using older software, or don't have that feature you can find many free PDF converters by searching "Free PDF converter" One example of a free service would be smallpdf.com. Smallpdf has plenty of guides to walk you through Merging a PDF and how to Convert files from and to PDF.

Note: YOU DO NOT NEED TO LOG IN or SIGN UP or PAY TO USE THIS WEBSITE. (Simply bypass the popups when prompted to sign up or log in.) **However, you may process only two documents per day with the free service.** If you need to convert more than two files (or to merge two files), you will need to wait a day.

> **Reminder:** Since this is a third-party website, this information is subject to change. Simply follow the website instructions if you are using smallpdf.com as a tool to create/merge/resize your pdf(s).

Saving as a PDF

Open your document (e.g., a Word or Excel document.)
Select **File** (in the menu) and select **Save As**.
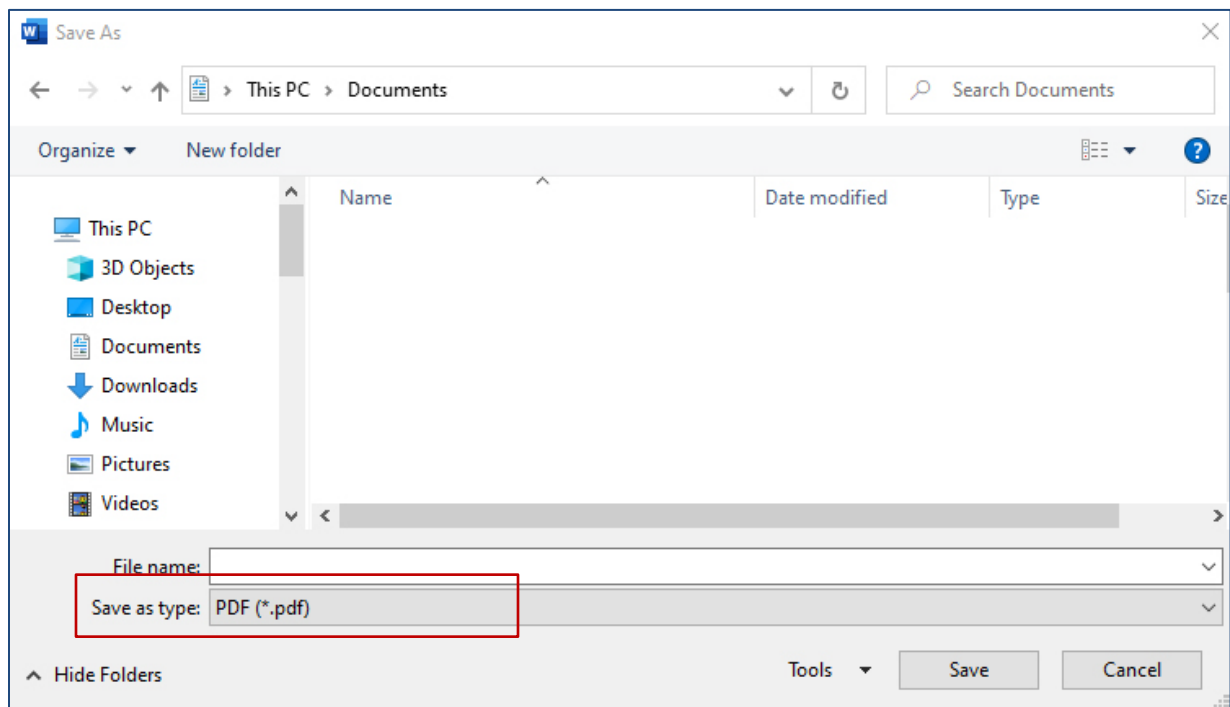A **Save As** window will open (see Figure 1).

Figure 1

Browse to the location where you would like to save the file, e.g., the Documents folder. Confirm or edit the **File name** field to name the PDF.

Select "save as type" from the drop-down menu in the Save as field and select **PDF (*.pdf)**. Then click the **Save** button and a PDF file version of your document will be saved to the location you selected.

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