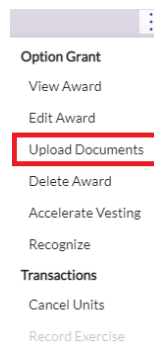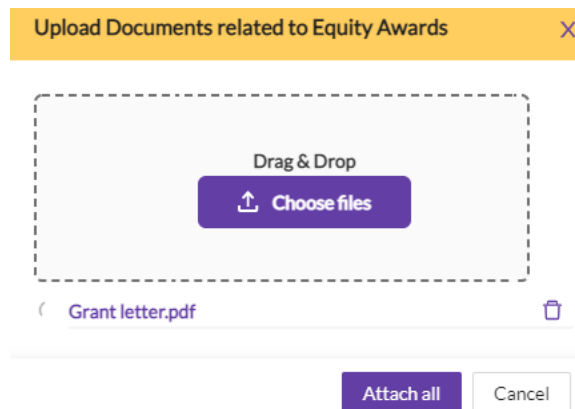# Upload Documents for an Option Award

Modified on: Thu, 26 May, 2022 at 3:23 PM

To upload documents to an option award:

1. Click Equity Awards in the left menu, select **Grants**.
2. Select the stakeholder or search for the stakeholder.
3. Click the menu on the and select **Upload Documents**.

4. In the displayed dialog box, add any documents by dragging and dropping the file or click **Choose files** to add any relevant contract or documents.

5. Click **Attach All**.