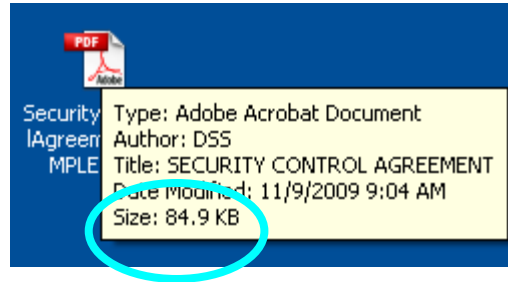- ❖ **Acceptable File Size for pdf Upload**
  - o The eFCL System can accept pdf uploads of files up to 5MB
  - o Verify File Size
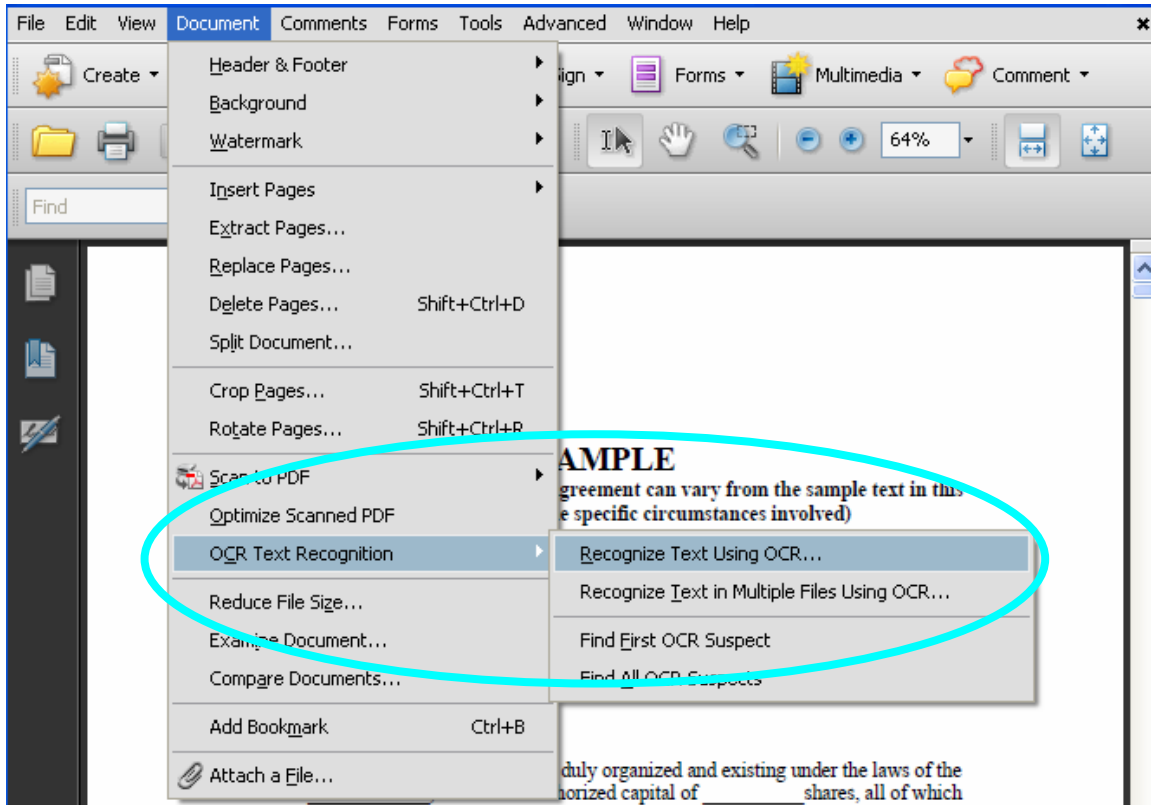   - ▪ Hover over the pdf icon of the file to display the file size

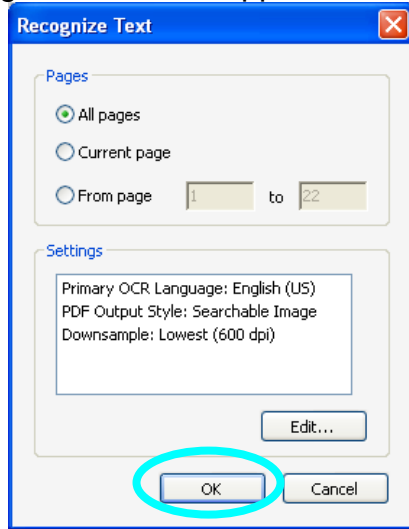- ❖ **Decrease pdf Files over 5MB**
  Below are the steps to shrink pdf files that are over 5MB
  The user needs to have Adobe Acrobat Pro (not Adobe Reader)
  Both steps need to be taken to minimize the file size
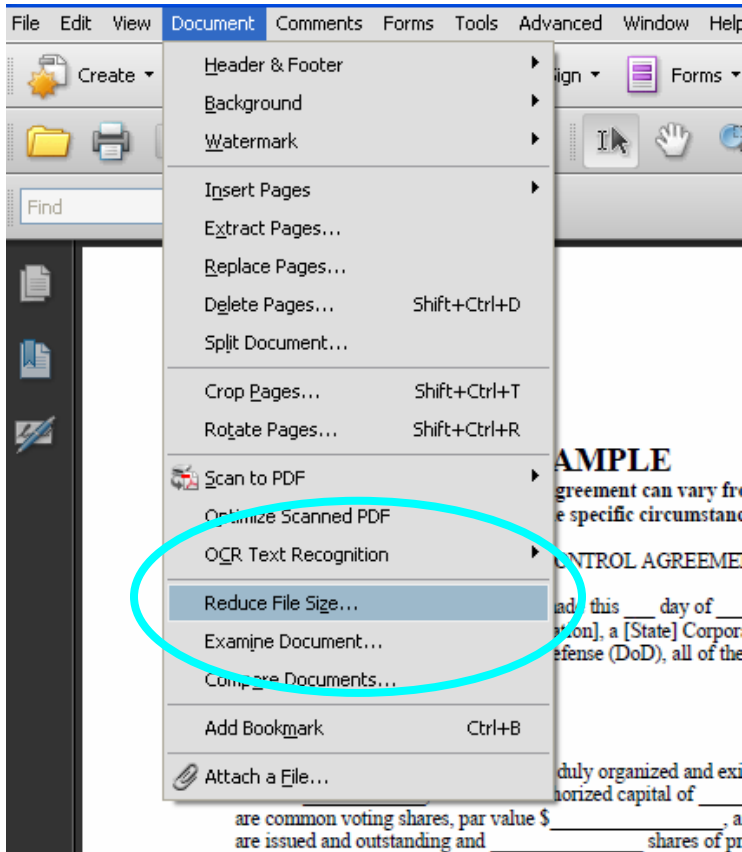
  - o **OCR Text Recognition**
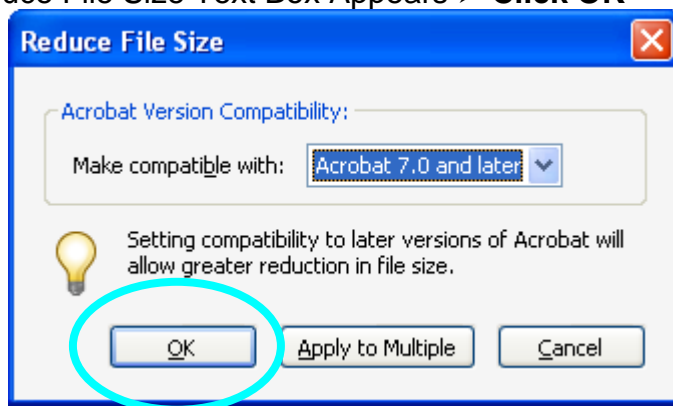   Document ➢ OCR Text Recognition ➢ Recognize Text in Multiple Files Using OCR

Recognize Text Box Appears ➢ **Click OK**

- o **Reduce File Size**
  Document ➢ Reduce File Size

Reduce File Size Text Box Appears ➢ **Click OK**

The eFCL System accepts uploads of pdf files up to 5MB. If the file size is greater than 5MB after following OCR Text Recognition and Reduce File Size, then the document needs to be separated into sections that will be accepted by the eFCL System.