Online Certificate Upload Instructions

1. The candidates those who have successfully completed the registration process along with payment of registration fee are only eligible for certificate upload.
2. The candidates are requested to login to www.tneaonline.org account to upload their certificates on their respective scheduled dates.
3. Once Logged in the candidate can begin his certificate upload by clicking on the link "upload certificates" or "Click here to upload certificates".
4. Candidates are requested to go through the instructions given in the upload page.
5. Before upload the candidates are requested to have their certificates in the digital format.
6. The certificates of the candidates can be in either PDF or Image format (JPG/JPE/JPEG/PNG) and the size of the certificates should be within the range of 150 KB and 1 MB.
7. The Photo and Signature of the candidate should be only in Image format (JPG/JPE/JPEG/PNG) and the size should be within the range of 20 KB and 50 KB.
8. Each candidate need to upload the mandatory and optional certificates based on their details given during registration.
    a. **Mandatory Documents**
        i. 10th Mark sheet
        ii. 11th Mark sheet (For Tamil Nadu State Board students)
        iii. 12th Mark sheet
        iv. Community Certificate (Except OC candidates)
    b. **Optional/additional Certificates**
        i. Transfer Certificate (optional)
        ii. Nativity Certificate (If Native Tamil Nadu candidates have studied in other state in any one of the classes from 8th std to 12th std)
        iii. Parents occupation Certificate (Other state candidate whose parent is a Central/State Govt employee in Tamil Nadu for the past five years)
        iv. Srilankan Refugee Certificate (For Srilankan refugees)
        v. Ex-servicemen certificate (Candidates who opted for Special Reservation - Ex-servicemen)
        vi. Differently Abled certificate (Candidates who opted for Special Reservation – Differently Abled)
    c. **Photo of the candidate**
    d. **Signature of the candidate**
9. Candidate's can upload the certificates one by one. Click the "upload" button under each certificate to upload the specific certificate. A window will popup to select the certificate from the specific folder in your Computer/Mobile.
10. You can check whether the uploaded certificate is valid and visible by clicking on the "download" icon. If you need to change you can delete the previously uploaded file clicking the "delete" icon and upload a new one.
11. Follow the above step to upload all remaining certificates including Photo and signature of the candidate
12. Once all the certificates are uploaded click the "Freeze upload" button to complete your certificate upload process. In the popup window check the declaration and click "confirm" button to freeze your upload.
13. Once the certificates are frozen the candidates cannot make any changes but can view the certificates uploaded and download it.