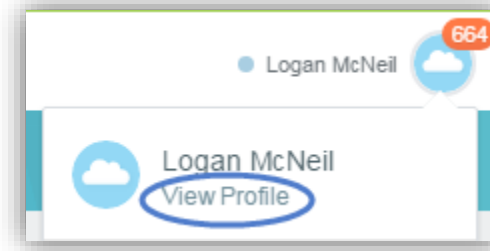
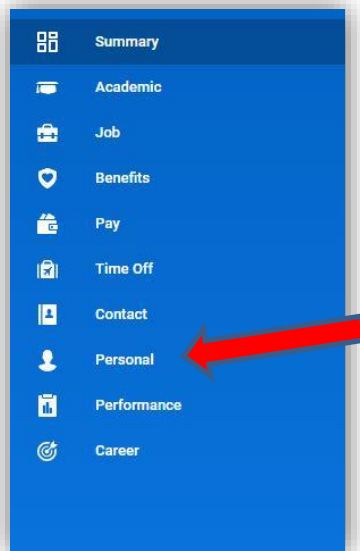


Quick Reference Guide: *Maintain Worker Documents***Steps to upload a document:**

1. From the Home Page, select the **Cloud** icon,  and click **View Profile**.



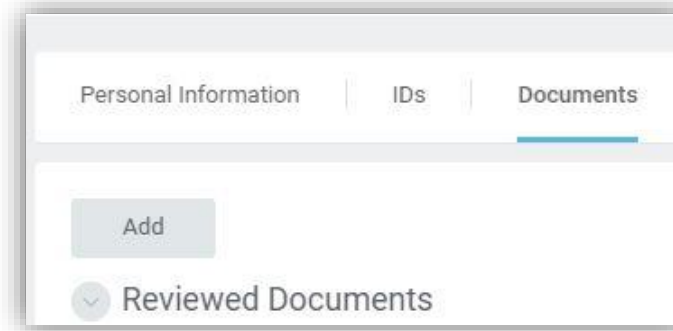
2. From the Worker Profile Page, click on **Personal**.



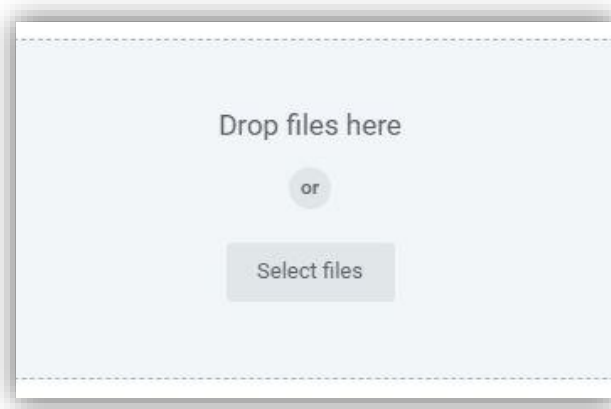
Quick Reference Guide: *Maintain Worker Documents*

3. Click on **Documents**, here you will see all documents that have been uploaded for you.

4. Click the **Add Icon**

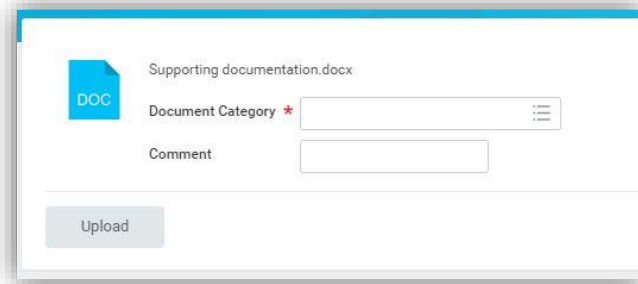
A small, light gray rectangular button with the word "Add" in a dark gray sans-serif font.

5. Use the **Drag and Drop feature** or click **Select Files** to upload documents



Quick Reference Guide: *Maintain Worker Documents*

6. Click on the **Prompt Icon**  to select the appropriate **Document Category**.



The screenshot shows a web form for uploading a document. At the top left, there is a blue document icon with 'DOC' written on it. To its right, the text 'Supporting documentation.docx' is displayed. Below this, there is a 'Document Category' field with a red asterisk and a dropdown menu icon. Underneath that is a 'Comment' text input field. At the bottom left of the form is an 'Upload' button.



If the document is Benefits related, be sure to select *Benefits* as the document category. If information is related to a Leave, select *Leave of Absence*.



Each document that is uploaded, must have a document category selected.

7. Click **OK**  when complete.

8. Click **Done**  to exit the Worker Document screen.