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

4. Click the Add Icon

5. Use the Drag and Drop feature or click Select Files to upload documents
6. Click on the Prompt Icon ☰ to select the appropriate Document Category.

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 OK when complete.

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