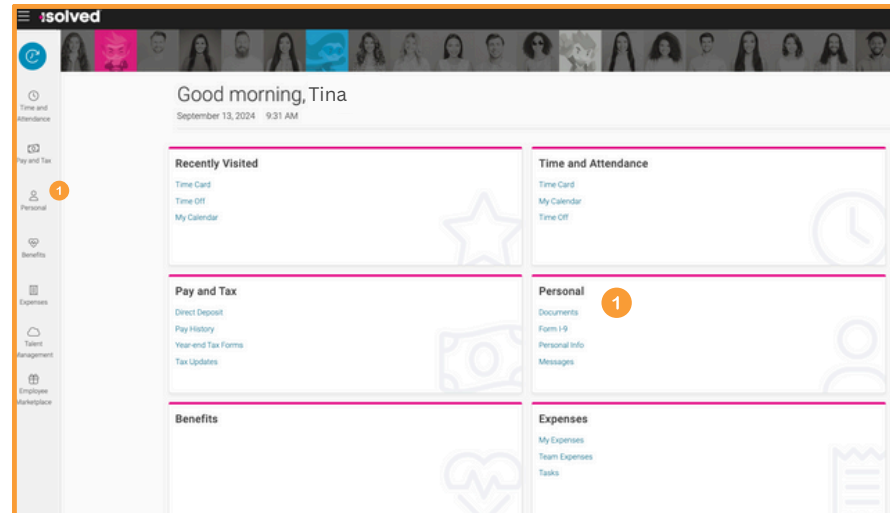




How to Upload Documents

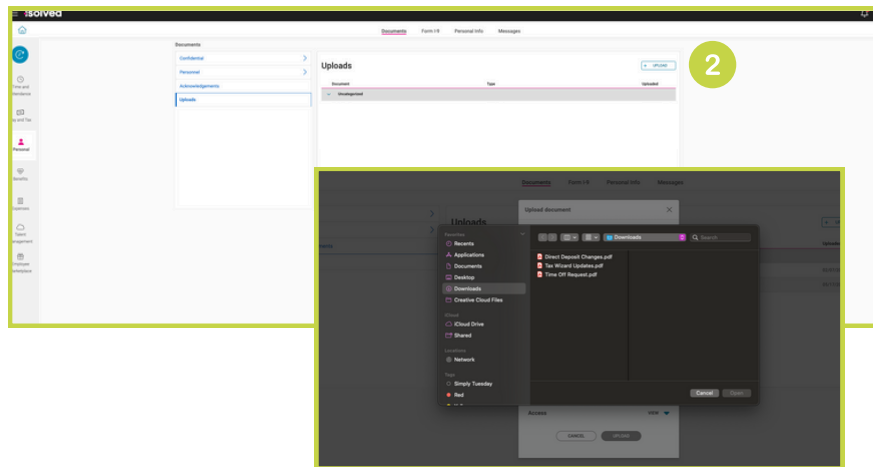
1

From the left side bar, or from the tiles in the center of the homepage, navigate to the Personal section and select Uploads.



2

Click the + Upload button and select your file from the finder box that pops up.



3

Fill in the upload type and description then hit Submit.

Upload document

Drag and drop here or
CHOOSE FILE

Details

Category: Uploads

Subcategory: empty

Type: Select

Description: 255 remaining

Access

	FULL ACCESS	READ ONLY	NO ACCESS
You	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Supervisor	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Manager	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

CANCEL UPLOAD