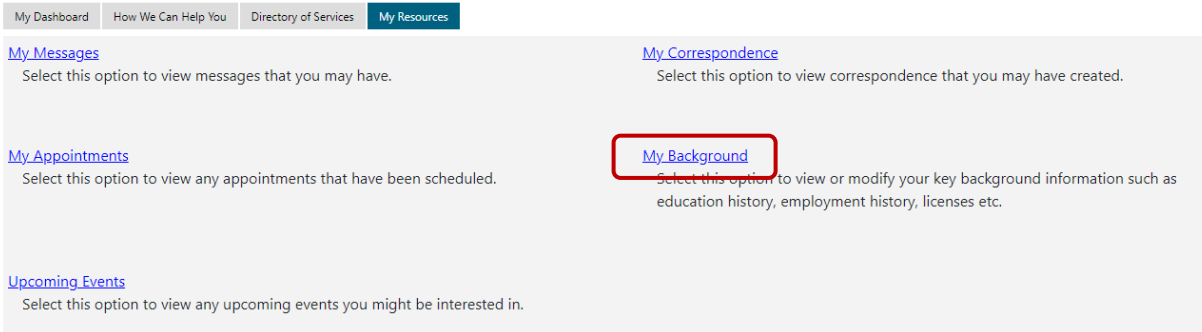
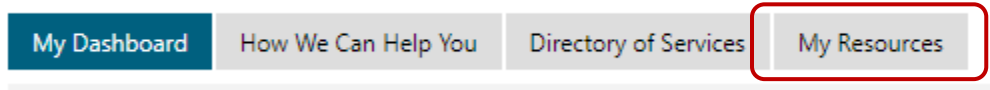



Uploading a Document into your Neworks Account

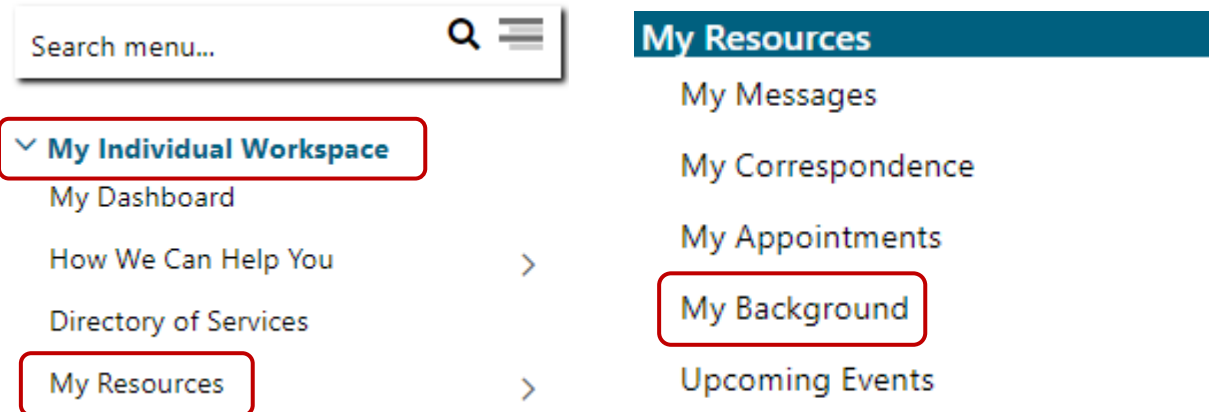
Step 1:

From your Dashboard, select the “**My Resources**” tab and select “**My Background**”



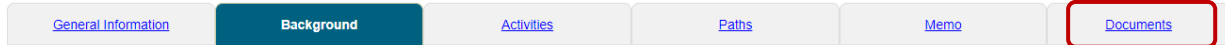
- OR -

Go to the  Menu icon located at the top left corner of your screen, select “**My Individual Workspace**”, then “**My Resources**”, then “**My Background**”



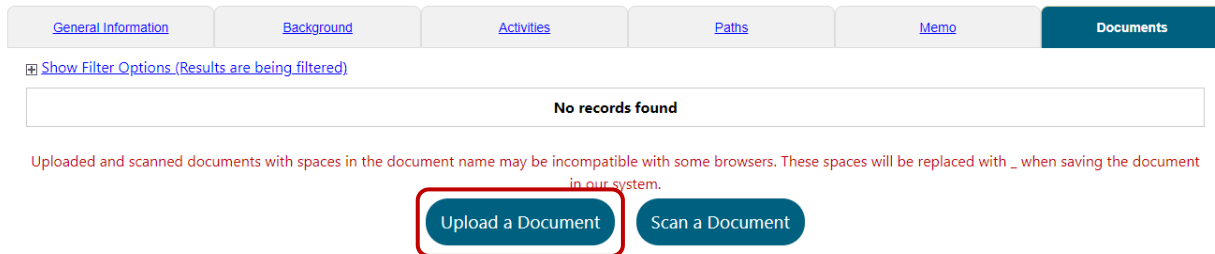
Step 2:

Towards the top of the screen in the link menu, select “Documents”



Step 3:

Scroll to the bottom of the document records and click on “Upload a Document”



Step 4:

You may select in the “Document Description” drop-down field the description that matches the document type you are uploading or you may choose to leave it as “None Selected.” However, you are **required** to fill in the “Document Tags,” which is a brief description or keywords describing the document you are uploading. For example, “2019 Income Tax” or “Electric and Water Bill(s).” Once that entry has been completed you must next click “Select File” to select the document to upload from your computer hard drive or USB portable drive. Finally, Click “Save” at the bottom of the screen when you are finished.

* Indicates required fields.

Document Information

Document Description:

* Document Tags: Do not enter Personal Identifiable Information (PII) into this field.
Keywords that will be indexed with this attachment.

Attach Document

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

