Uploading a Document into your NEworks Account

Step 1:

From your Dashboard, select the "My Resources" tab and select "My Background"

My Dashboard	How We Can Help You	Directory of Services My Resources	
My Dashboard How We Can Help Yo	u Directory of Services My Resources		
My Messages Select this option to view mes	sages that you may have.	My Correspondence Select this option to view correspondence t	that you may have created.
<u>My Appointments</u> Select this option to view any	appointments that have been scheduled.	My Background Select this option education history, employment history, lice	
<u>Upcoming Events</u> Select this option to view any	upcoming events you might be interested i	n.	

- OR -

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

Search menu	Q ≡	My Resources	
		My Messages	
✓ My Individual Workspace		My Correspondence	
My Dashboard			
How We Can Help You	>	My Appointments	
Directory of Services		My Background	
My Resources	>	Upcoming Events	

Step 2:

Towards the top of the screen in the link menu, select "Documents"

	- my Ir	ndividual Profiles 🛛 🕀 🗂 My Indi	ividual Plans		
The personal Profile					
	📄 <u>Ge</u>	neral Information			
	Background				
	Act	ivities			
	In Paths				
<u>■ Memo</u> <u>■ Documents</u> ■ Search History Profile					
🕀 🗁 Self Assessment Profile					
	H 🖿 🖸	mmunications Profile			
General Information	Background	Activities	Paths	Memo	Documents

Step 3:

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

General Information	Background	Activities	Paths	Memo	Documents
Show Filter Options (Results are being filtered)					
No records found					
Uploaded and scanned doc	uments with spaces in the doct	ument name may be incompatib in our sy Upload a Document		baces will be replaced with _ wh	nen saving the 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:	None Selected 🗸
* Document Tags: Keywords that will be indexed with this attachment.	Do not enter Personal Identifiable Information (PII) into this field.

Attach Document

	Select File
Multiple documents can be uploaded simulta	neously, but must be selected one-by-one.

Save	Cancel