Maintain Worker Documents

A Additional documents can be attached to your Worker Profile. Navigate to your Profile and View Profile.
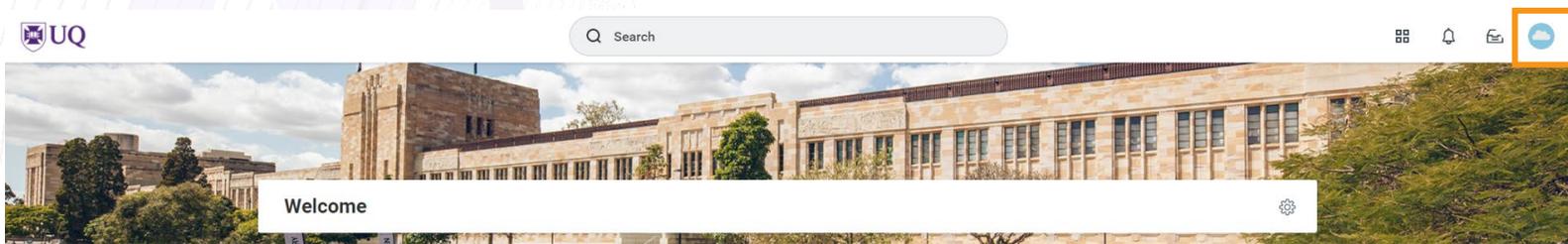
B Select **Personal** from the left hand side menu
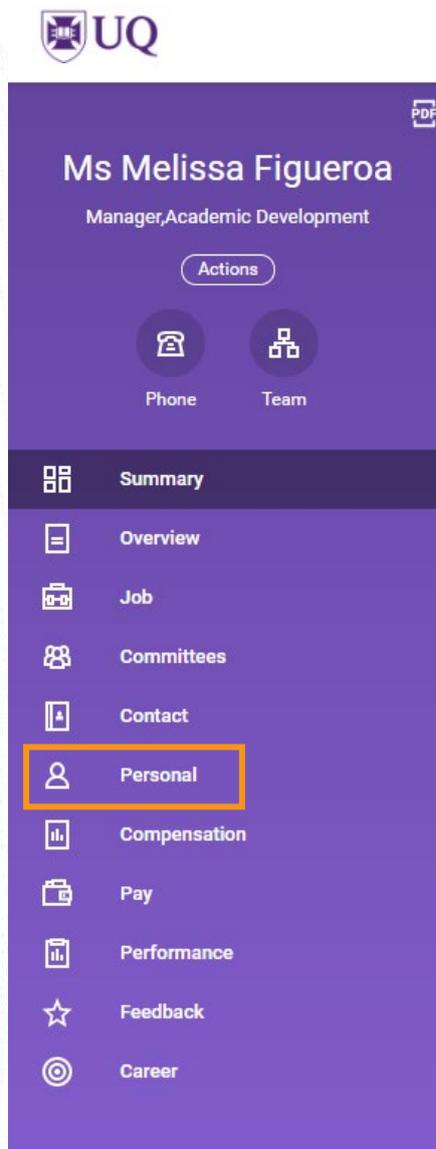
Maintain Worker Documents

C Navigate to **Documents**.

| Personal Information | Names | IDs | Documents | Additional Data |
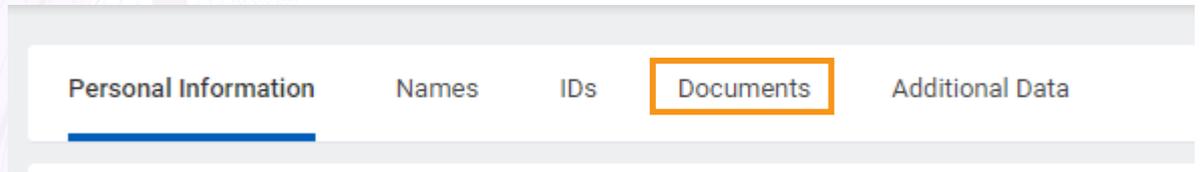
D Select **Add.**

Add

E Drag and drop your file into the field indicated or use Select files to use the file explorer to find the file.

Drop files here

or

Select files
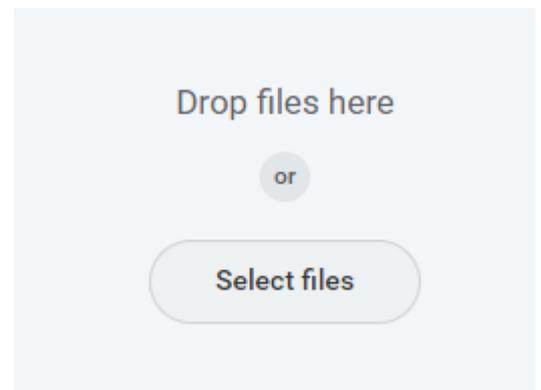
E Select the appropriate **Document Category** ('*Other Documents*' is recommended for APD documentation) and enter a **Comment** as required. Select **Upload.** Select **OK** to finish.

DOC   form-a-academic-portfolio.docx
       ✓   Successfully Uploaded!

Document Category *

Comment

Upload