9 Easy Steps to uploading documents:

1. Go to the Supervisor view

2. Chose the "*Employee Self Service*" Tab

3. Scroll down to "*Documents*" (it is not in alphabetical order so keep scrolling towards the bottom!)

4. Click on "*Add a New Document*"

5. For "*Document Type*" select the correct document type from the drop down menu for the type of file being uploaded. Please see the NASDA Records Retention Guidelines link for the correct one.

6. For "*Description*" type in a brief description of what the document is (NAS-002, NAS-008 etc.)

7. For "*Upload File*" click on the 3 dots in the right hand side of the box . . .

8. Check all of the "*Access*" boxes

9. Click on "*Save*"