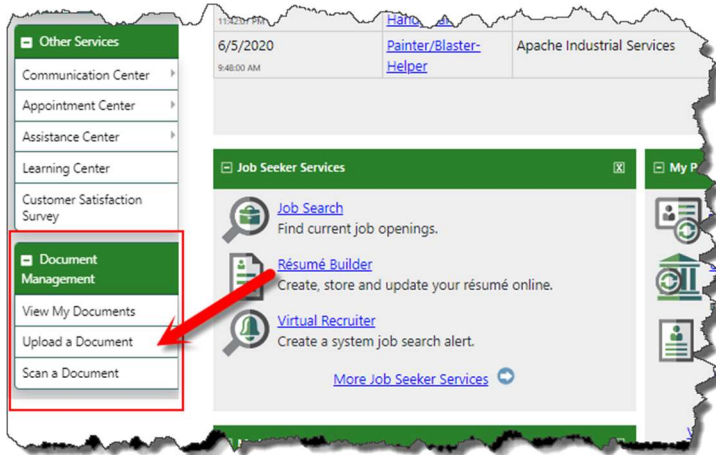


# How to Upload Documents in HiRE

1. Once you login to HiRE, go to the bottom of your left navigation to Document Management > Upload a Document.



2. In the Document Description, select “Driver’s License” or “Social Security Card” from the dropdown list. *You will have to upload each document separately.*

**Document Information**

Document Description:

\* Document Tags: Keywords that will be indexed with this attachment.

- Denial Letter
- Divorce decree
- Driver's License**
- Employment Records
- Food Stamp Records
- Layoff Notice/Letter
- Library Card
- Marriage certificate
- Medicaid/Medicare Card
- Other Tax Document
- Passport
- Pay Check Stubs
- Pension/Annuity statement
- Phone Directory
- Physician's statement
- Police records
- Progress Reports
- Proof Of Employment
- Proof Of Wages
- Property Tax Record

Attach Document Location:

**Document Information**

Document Description:

\* Document Tags: Keywords that will be indexed with this attachment.

- Phone Directory
- Physician's statement
- Police records
- Progress Reports
- Proof Of Employment
- Proof Of Wages
- Property Tax Record
- Psychiatrist's statement
- Receipts
- Release of Information
- Requested Information
- School Identification Card
- School Records
- Selective Service Acknowledgement Letter
- Social Security Card**
- Veterans Administration letter/records
- Voter Registration Card
- W-2 Form
- Other

Attach Document Location:

**Document Information**

Document Description:

\* Document Tags: Keywords that will be indexed with this attachment.

3. Add your name in the Document Tags section.

4. Attach each document by selecting “Choose File”(1) – you will be taken automatically to your File Explorer(2) where you can access your stored images of your driver’s license and Social Security card. Be sure to click “Open”(3) once you have selected your document to upload.

**Document Information**

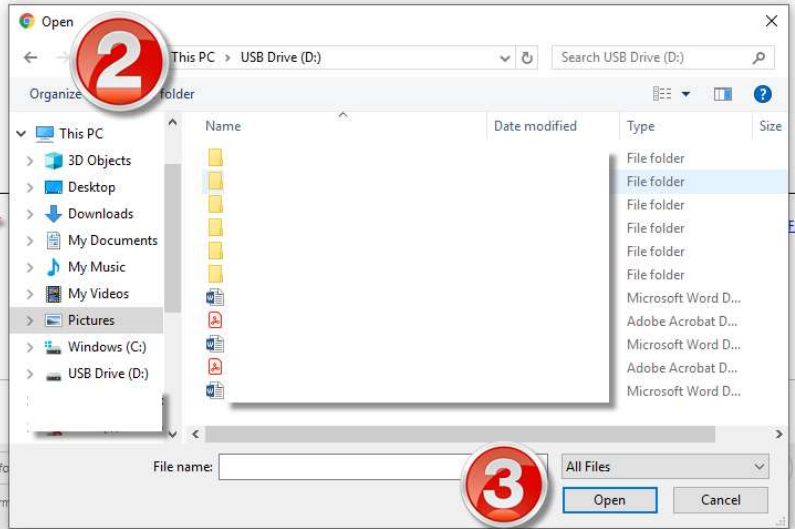
Document Description:

\* Document Tags:

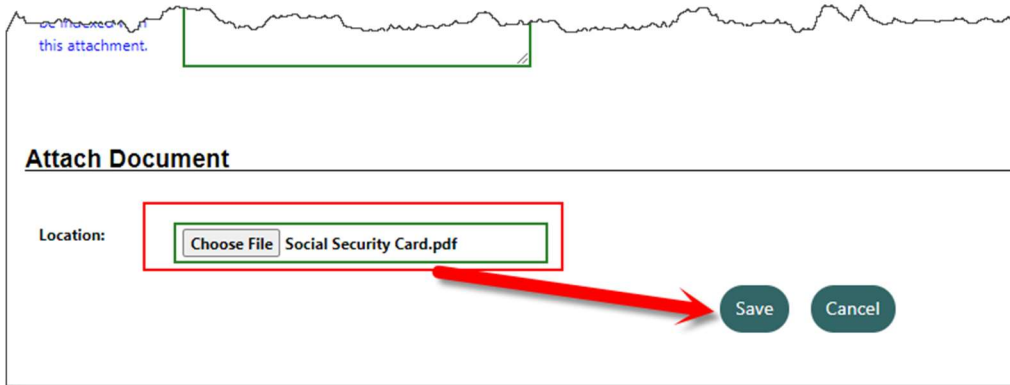
Keywords that will be indexed with this attachment.

**Attach Document**

Location:



5. Click “Save” once the document appears as attached.



6. Go to “View My Documents” in the left navigation and confirm successful document upload.

