

Use the **Document Records** function to upload and store your HR related supporting documents

1. Select **Me** to display your employee functions
2. Click **Document Records**

The screenshot displays the Connect ESS user interface. At the top left is the 'Connect' logo. Below it, a greeting reads 'Good afternoon, Arya Stark!'. A navigation bar contains several options: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', and 'Risk'. The 'Me' option is highlighted with a red box, and a red arrow points from it to the 'Document Records' option in the 'QUICK ACTIONS' section. The 'QUICK ACTIONS' section lists: 'Personal Details', 'Document Records' (highlighted with a red box), 'Identification Info', 'Contact Info', and 'Family and Emergency Contacts'. The 'APPS' section includes: 'Directory', 'Onboarding', 'Time and Absences', and 'Career and Performance'.

3. Click the **Document Type** dropdown
4. Select the type of document you will be uploading

Add Document
Submit
Cancel

Arya S Stark

Document Details

***Document Type**

Select a value ▼

Name	Country	Category
Annual Physical	United States	Medical
Application/Resume	United States	Employment
Birth certification or certificate of live birth	United States	Benefits
Board Cert Letter and/or Certifications	United States	Employment
CAADC	United States	Licenses and certificates

5. Based on your document type selection, enter the relevant information contained in your document

Add Document
Arya S Stark

Document Details

<p>*Document Type <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Marriage License"/> ▼ ⓘ</p> <p>Category Benefits</p> <p>*Name <input style="width: 100%; border: 1px solid #ccc;" type="text"/></p> <p>Number <input style="width: 100%; border: 1px solid #ccc;" type="text"/></p> <p>From Date <input style="width: 100%; border: 1px solid #ccc;" type="text" value="m/d/yyyy"/> 📅</p> <p>To Date <input style="width: 100%; border: 1px solid #ccc;" type="text" value="m/d/yyyy"/> 📅</p> <p>Issuing Country <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Select a value"/> ▼</p> <p>Attachments</p>	<p>Country United States</p> <p>Issuing Location <input style="width: 100%; border: 1px solid #ccc;" type="text"/></p> <p>Issued On <input style="width: 100%; border: 1px solid #ccc;" type="text" value="m/d/yyyy"/> 📅</p> <p>Issuing Authority <input style="width: 100%; border: 1px solid #ccc;" type="text"/></p> <p>Issuing Comments <input style="width: 100%; border: 1px solid #ccc;" type="text"/></p> <p>Context Value <input style="width: 100%; border: 1px solid #ccc;" type="text"/> ▼</p>
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6. You can either drag and drop your document into the **Files** box

OR

Click the down arrow and select **Add File** to locate the desired document and upload into Connect



7. After your document loads, click **Submit**

Add Document Submit Cancel
Arya S Stark

Category Benefits	Issuing Location Eaton County
*Name Arya Stark	Issued On 10/22/2020
Number 	Issuing Authority
From Date 10/22/2020	Issuing Comments
To Date m/d/yyyy	Context Value
Issuing Country United States	

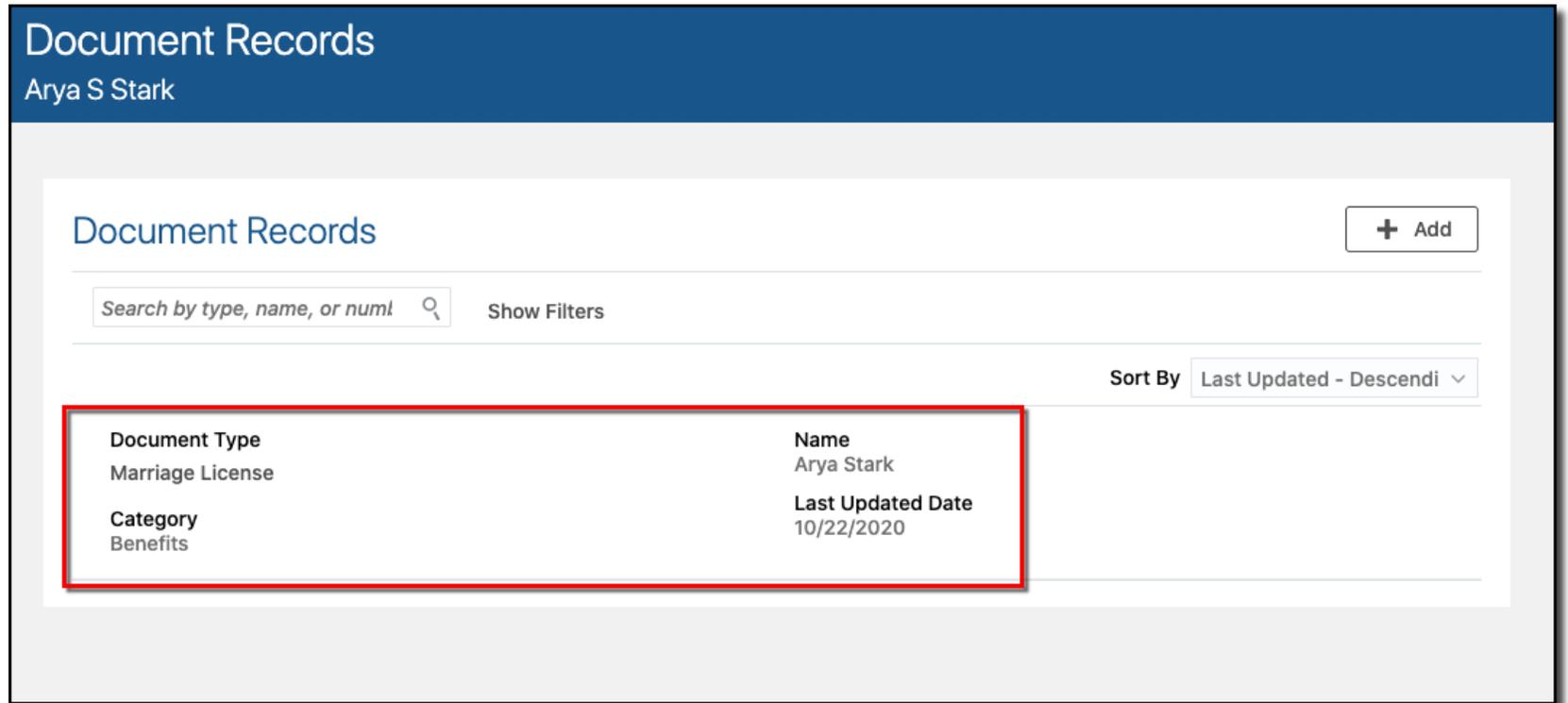
Attachments

Drag files here or click to add attachment

Marriage License.docx (11.42 KB) By Arya Stark on 10/22/2020

8. You might need to refresh the page first, but you will see your uploaded documents on the **Document Records** page

End of Procedure



The screenshot shows the 'Document Records' page for user 'Arya S Stark'. The page has a blue header with the title 'Document Records' and the user name. Below the header, there is a search bar with the placeholder text 'Search by type, name, or numl' and a magnifying glass icon. To the right of the search bar is a 'Show Filters' button. Further right is a '+ Add' button. Below the search bar, there is a 'Sort By' dropdown menu set to 'Last Updated - Descendi'. The main content area contains a table with two columns: 'Document Type' and 'Name'. The first row shows 'Marriage License' and 'Arya Stark'. The second row shows 'Benefits' and '10/22/2020'. A red box highlights the table content.

Document Type	Name
Marriage License	Arya Stark
Category	Last Updated Date
Benefits	10/22/2020