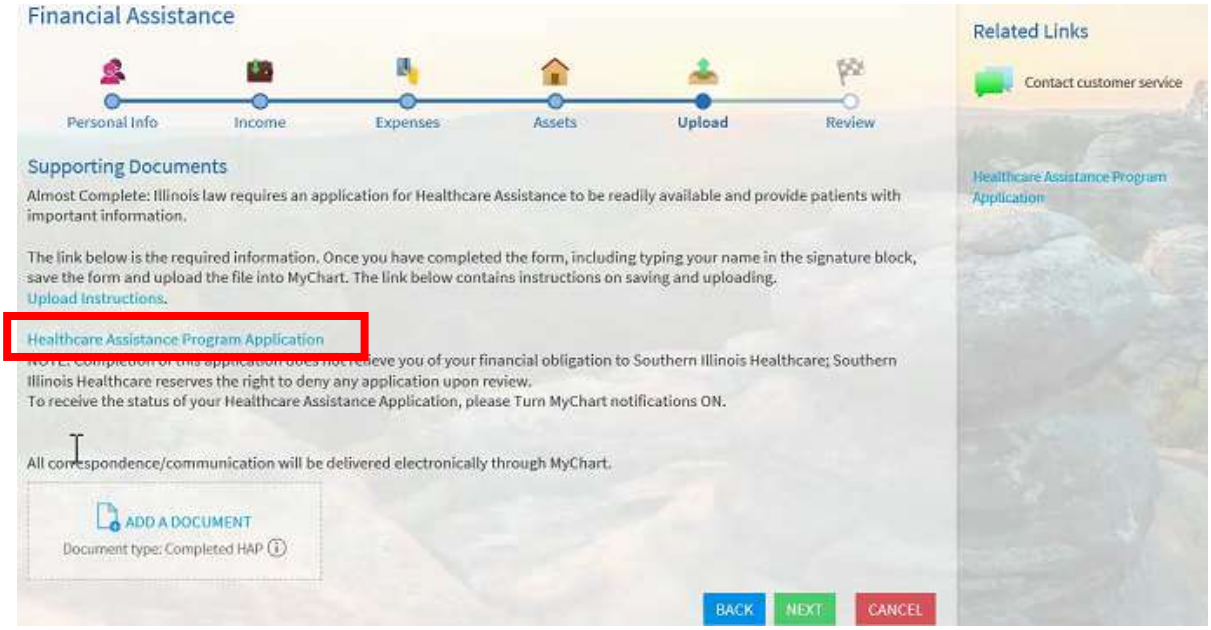
Uploading a Healthcare Assistance Program Application

Step 1: Select 'Healthcare Assistance Program Application'

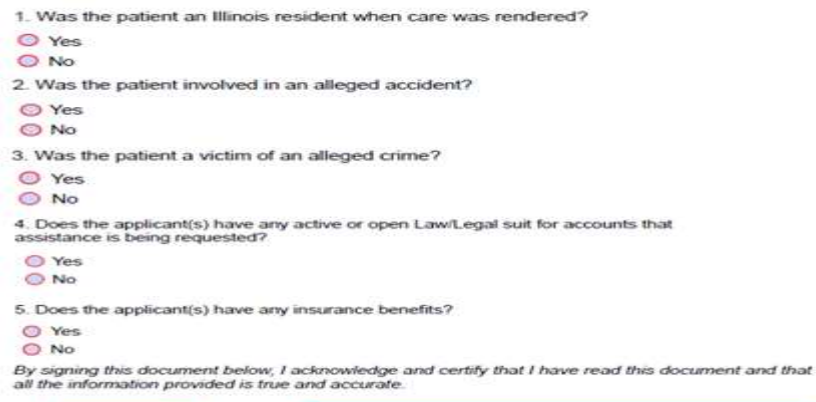



Step 2: Complete the form, this MUST be completed before saving the document to upload

a. Answer the fill in the blank questions if applicable
b. Answer all 5 yes/no questions
c. Enter the date and type your name into the signature block for acknowledgement

a.

b.

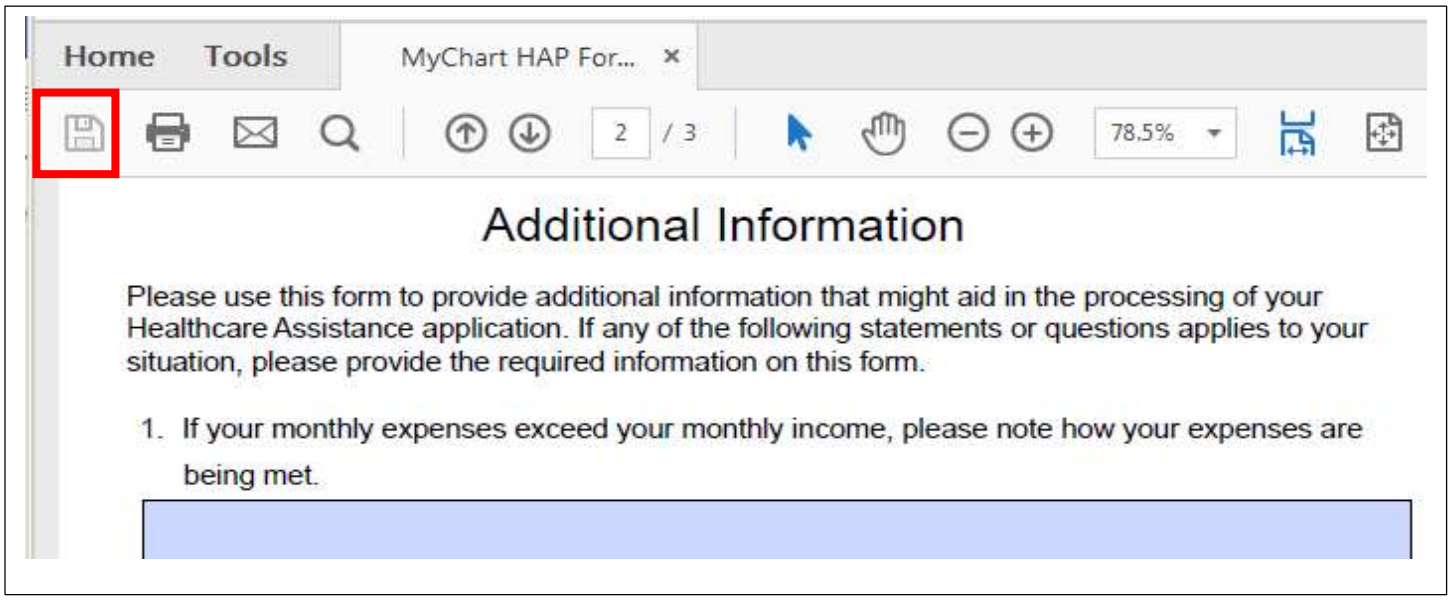


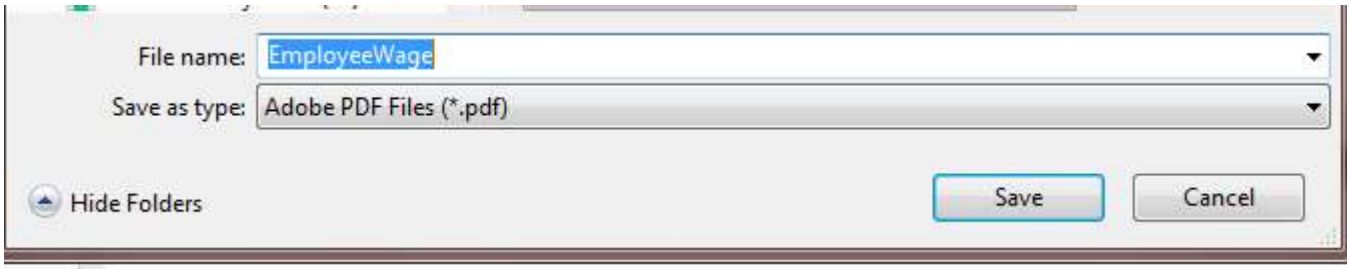

c.

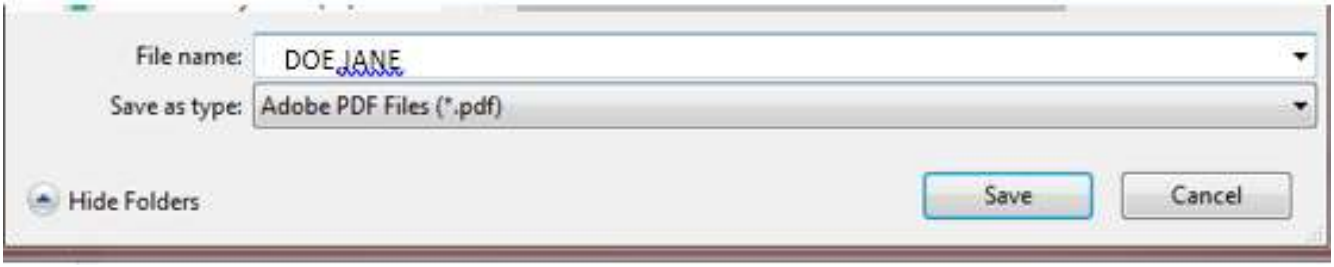
Step 3: Save the document

a. Click on the (save icon)

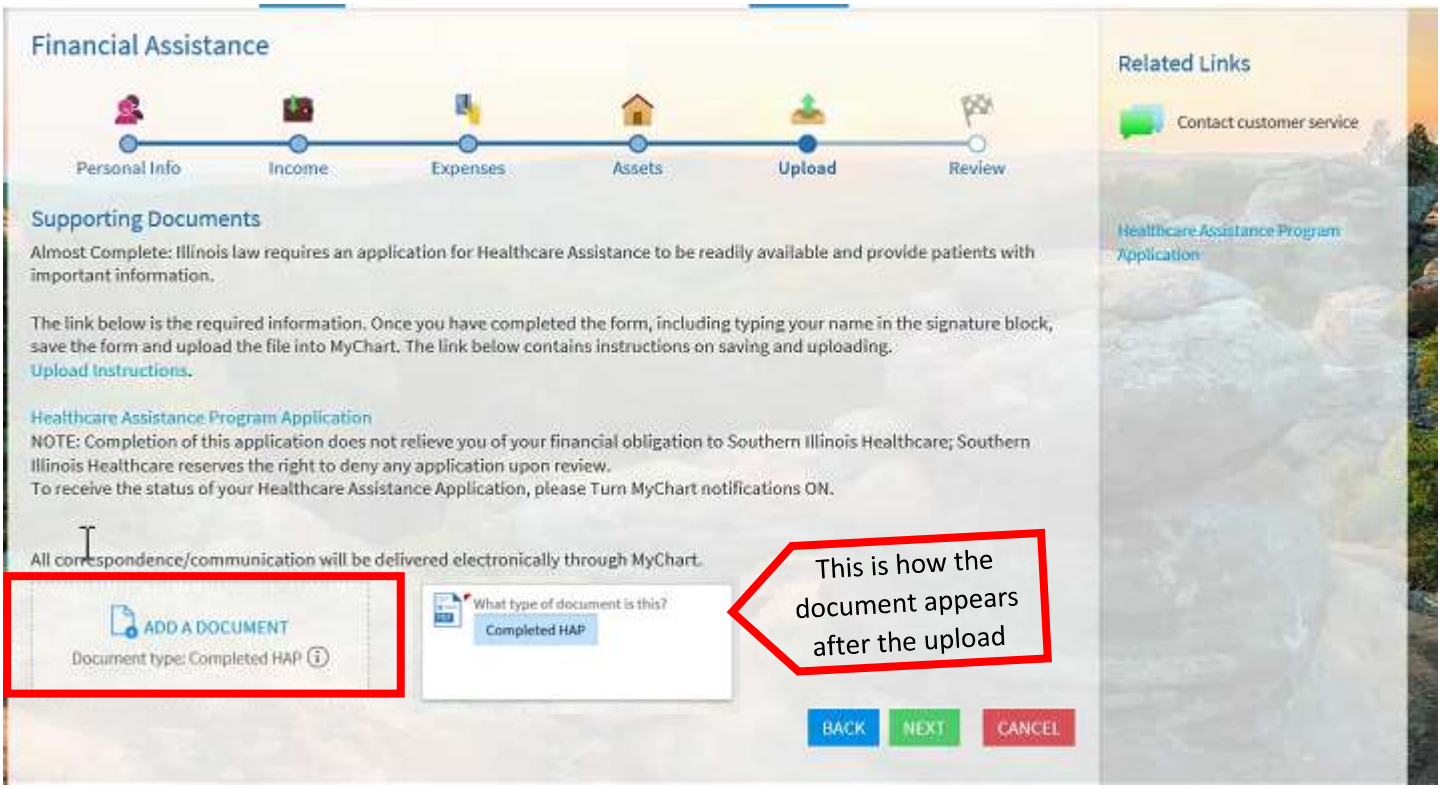
b. Rename the file from the default name of EmployeeWage to your LASTNAME,FIRSTNAME



Step 4: Upload the document

a. Click on ADD A DOCUMENT

b. Select the file to upload