

- f. Click on the worker portal documents link in the business unit's module.
- g. Click on the **add new document** link.
- h. Choose the document and either scan the document or browse for the document.

The screenshot shows a web browser window titled "Worker Portal Documents". The page has a navigation bar with "Home", "My Availability", "Physical Worker", and "Documents". The main content area is titled "Document Details" and contains the following fields:

- Document Name: [Text Input]
- Document Type: [Dropdown Menu]
- Document Status: [Dropdown Menu]
- Document Date: [Text Input]
- Document Location: [Text Input]
- Document Description: [Text Area]
- Document File: [File Upload Button]
- Document Type: [Dropdown Menu]
- Document Date: [Text Input]
- Document Location: [Text Input]
- Document Description: [Text Area]
- Document File: [File Upload Button]

At the bottom of the form, there is a "Save" button and a "Cancel" button.

- i. Click on save and the document will be uploaded to all the worker portals.

The screenshot shows a web browser window titled "Worker Portal Documents". The page has a navigation bar with "Home", "My Availability", "Physical Worker", and "Documents". The main content area is titled "Document List" and contains a table with the following columns:

Document Name	Document Type	Document Date
1. [Text]	[Text]	12/15/2010 9:23:47 AM

At the bottom of the table, there is a "Back Link" button.