This job aid reviews the steps needed to upload a document to a TWIA policy file.

1. Navigate to the policy. Click on "Documents."



2. Select the drop-down menu next to "Please Select Document Type."

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3. The document type options will show. For illustration only, selecting Photo.

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4. Next, select "+ Upload Documents."

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5. Find the file name of the document you want to upload and then select "Open."



6. Enter the document description and then select the save icon (i.e. the floppy disk).

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7. The document is now uploaded to the policy file (see the date uploaded field).

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