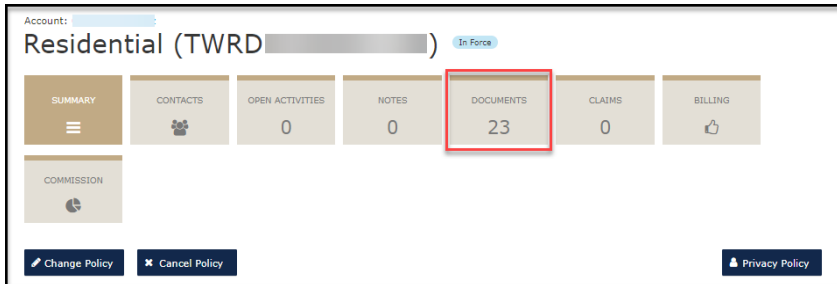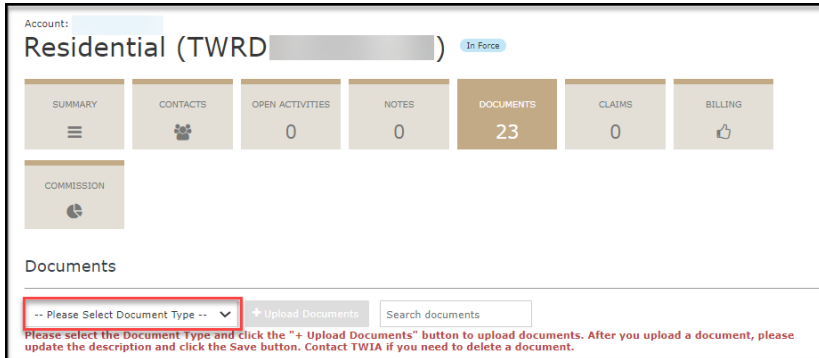# Uploading Documents to a TWIA Policy

This job aid reviews the steps needed to upload a document to a TWIA policy file.
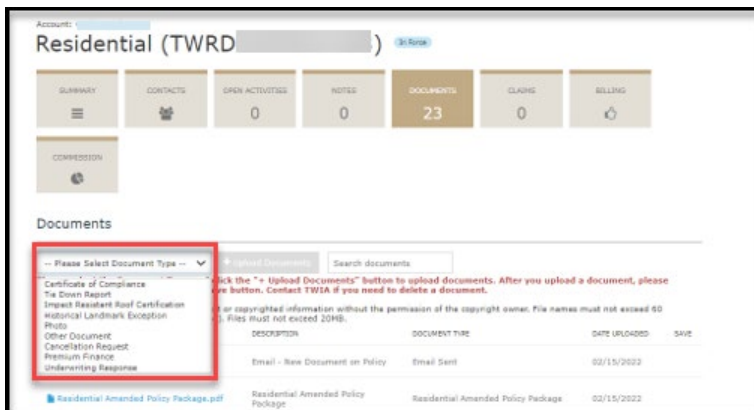
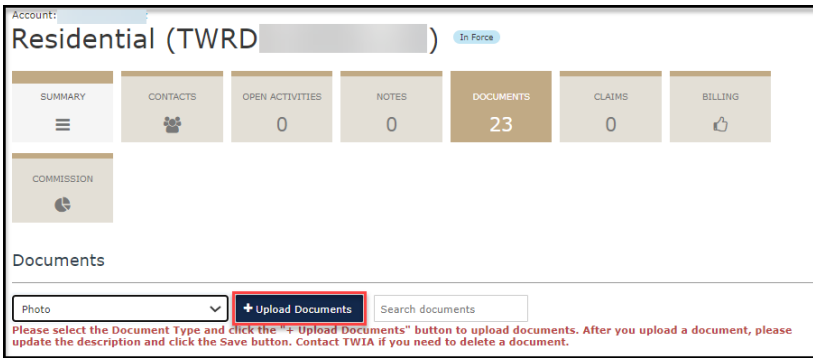1. **Navigate to the policy. Click on "Documents."**

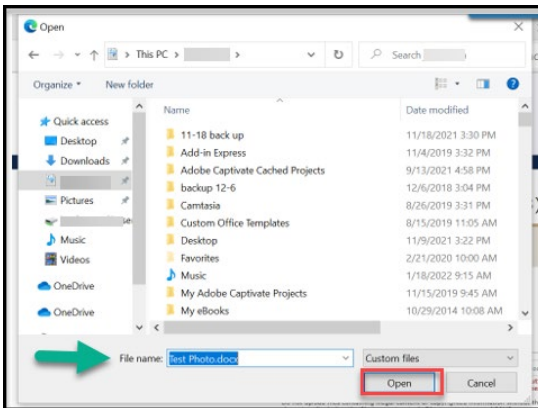2. **Select the drop-down menu next to "Please Select Document Type."**

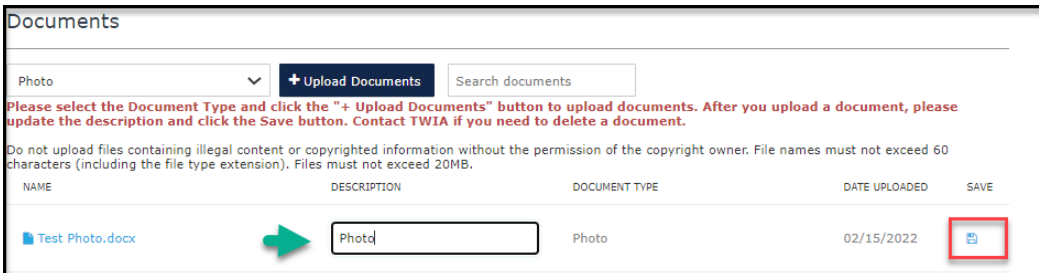3. **The document type options will show. For illustration only, selecting Photo.**

4. **Next, select "+ Upload Documents."**

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).**

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