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

1. Navigate to the policy in Policy Center. Click on "Documents" tab under Tools and then select "Upload Document."

09/16/2020	Documents (1 - 7 of 7)							
×	Send To Upload Document New Letter							
🖗 Tools	To send a copy of the document(s), select the appropriate documents and click "Send To". To create a letter without attachment, click "New Letter".							
Survinary	Name	Туре	Author	Role	Date_Added	<u>Risk Item #</u>	Delete	Security
Billing				Underwriter	02/10/2021	1A		Unrestricted
Contacts				System	09/23/2020			Unrestricted
Participants				System	09/23/2020			Unrestricted
Internal Notes				System	09/23/2020			Unrestricted
Documents				System	09/23/2020			Unrestricted
Transactions				System	09/08/2020			Unrestricted

2. Select "Browse" on the New Document screen.

New Document									
New Document									
Update Cancel									
Policy # TWIA- Transaction # The maximum number of documents that can be uploaded at one time is 8, not to exceed a combined upload size of 30 MegaBytes (MB). The current combined upload size is ~0.00 MB. Add Remove									
Document Location	Document Size	Document Name	Risk Item #	Туре	Security Type				
	0 MB	*	* <none selected=""> V</none>	* <none selected=""> V</none>	Inone selected>				

3. Browse your PC, select the document you want to upload and then click on "Open."

anderson 🕄	backup 12-6	12/6/2018 3:04 PM	File folder		
h Munin	📜 Camtasia	8/26/2019 3:31 PM	File folder		
	📒 Custom Office Templates	8/15/2019 11:05 AM	File folder		
Pictures	📕 Desktop	4/8/2021 2:05 PM	File folder		
📑 Videos	Favorites	2/21/2020 10:00 AM	File folder		
👟 Local Disk (C:)	👌 Music	3/16/2020 6:38 AM	File folder		
👽 Public (F:)	📒 My Adobe Captivate Projects	11/15/2019 9:45 AM	File folder		
🥪 janderson (\\use	📕 My eBooks	10/29/2014 10:08 AM	File folder		
🥪 Share (S:)	📙 Outlook Files	3/24/2017 10:50 AM	File folder		
SUW (II)	PDF files	8/27/2017 11:49 AM	File folder		
Con (c.)	E Pictures	12/8/2020 1:06 PM	File folder		
Sector Comployee Refere	Time Sheets	8/22/2013 9:38 AM	File folder		
File name	e: COC 537 .pdf			<ul> <li>All Files (*.*)</li> </ul>	~
				Open	Cancel

4. Complete all of the fields to the right of the Document Location and then select "Update." You have now successfully uploaded your document.



