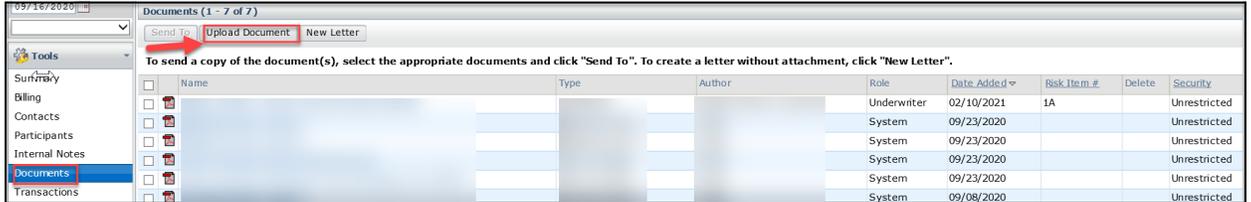


Uploading Documents in TWIA Policy Center.

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

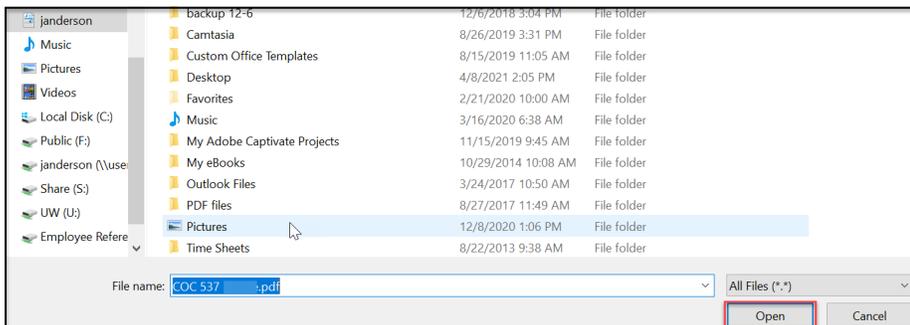
1. Navigate to the policy in Policy Center. Click on “Documents” tab under Tools and then select “Upload Document.”



2. Select “Browse” on the New Document screen.



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



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

