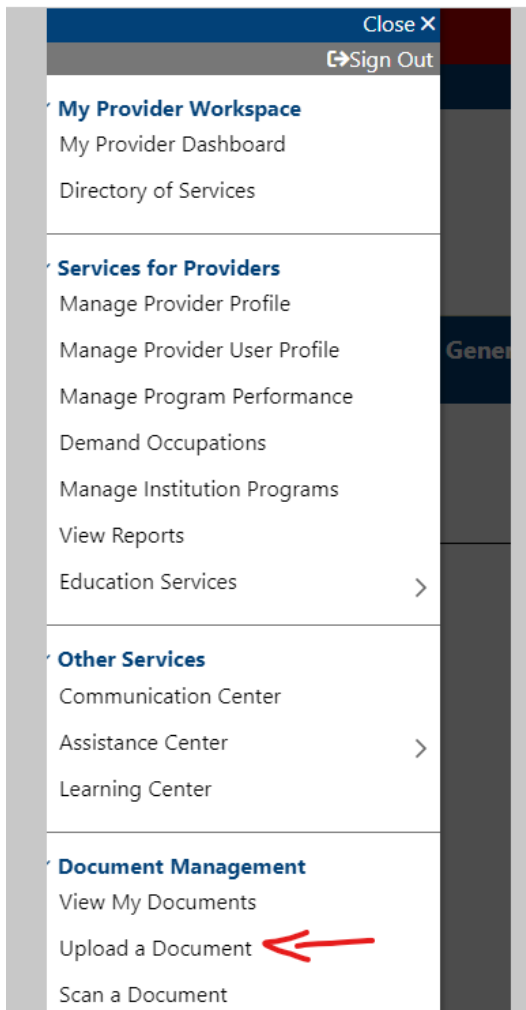


## Adding documents to your EmployNV Account

1. Start by logging in to your EmployNV account. Once your dashboard opens, go to the top left corner to the menu button (Three white lines).



2. A slider window will open, scroll down to Document Management, select "Upload Document"



3. A new window will expand the document description drop down and select "other".

• Indicates required fields.

## Document Information

**Document Description:**

\* **Document Tags:** Keywords that will be indexed with this attachment.

**Attach Document**

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

- None Selected
- Accreditation Certification, as applicable
- Application(s)
- Attendance Records
- City Business License
- County Business License
- Denial Letter
- Industry Specific License, as applicable
- Local Business License
- Other Accreditation
- Other Tax Document
- Post-Secondary Letter which lists all approved classes
- Post-Secondary License
- Progress Reports
- Release of Information
- Requested Information
- School Records
- State Business License
- State Commission on Post-Secondary Education License
- Other

4. After you have selected "other", you will fill in the Document Tag section. Please reference Technical Assistance Guide (TAG) 01-2020 on how to name documents.



• Indicates required fields.

## Document Information

**Document Description:**

\* **Document Tags:** Do not enter Personal Identifiable Information (PII) into this field.  
Keywords that will be indexed with this attachment.

## Attach Document

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

- Once you have added the document tag, you will select the document file and upload it. After you have completed the upload, you will select "Save".

### Document Information

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**Document Description:**

**\* Document Tags:** Do not enter Personal Identifiable Information (PII) into this field.  
Keywords that will be indexed with this attachment.

### Attach Document

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[Supported File Format](#)

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.