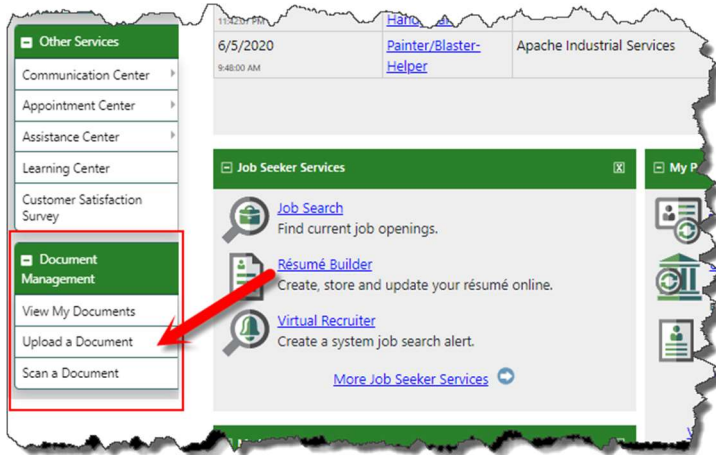


# How to Upload Documents in HiRE

1. Once you login to HiRE, go to the bottom of your left navigation to Document Management > Upload a Document.



2. In the Document Description, select “Driver’s License” or “Social Security Card” from the dropdown list. *You will have to upload each document separately.*

**Document Information**

Document Description: None Selected

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

Attach Document

Location:

Driver's License

Denial Letter  
Divorce decree  
Employment Records  
Food Stamp Records  
Layoff Notice/Letter  
Library Card  
Marriage certificate  
Medicaid/Medicare Card  
Other Tax Document  
Passport  
Pay Check Stubs  
Pension/Annuity statement  
Phone Directory  
Physician's statement  
Police records  
Progress Reports  
Proof Of Employment  
Proof Of Wages  
Property Tax Record

**Document Information**

Document Description: None Selected

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

Attach Document

Location:

Social Security Card

Phone Directory  
Physician's statement  
Police records  
Progress Reports  
Proof Of Employment  
Proof Of Wages  
Property Tax Record  
Psychiatrist's statement  
Receipts  
Release of Information  
Requested Information  
School Identification Card  
School Records  
Selective Service Acknowledgement Letter  
Selective Service Registration card  
Veterans Administration letter/records  
Voter Registration Card  
W-2 Form  
Other

**Document Information**

Document Description: None Selected

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

3. Add your name in the Document Tags section.

4. Attach each document by selecting “Choose File”(1) – you will be taken automatically to your File Explorer(2) where you can access your stored images of your driver’s license and Social Security card. Be sure to click “Open”(3) once you have selected your document to upload.

#### Document Information

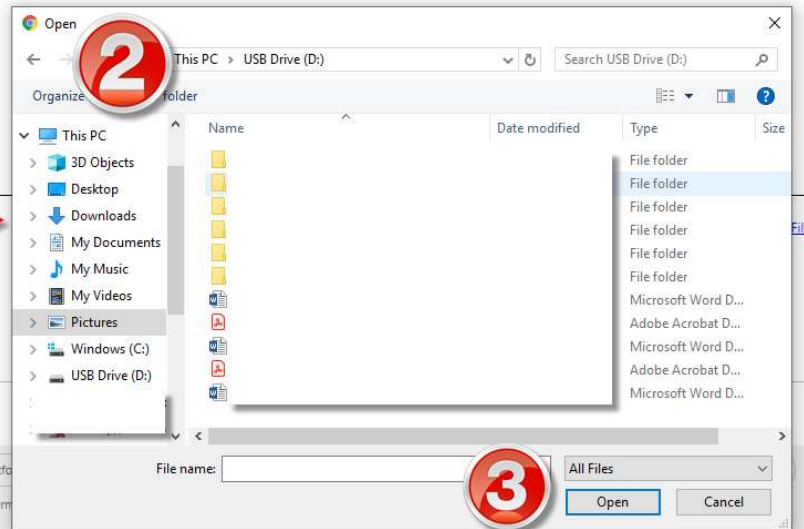
Document Description:

\*Document Tags:

Keywords that will be indexed with this attachment.

#### Attach Document

Location:



5. Click “Save” once the document appears as attached.

Attach Document

Location:

6. Go to “View My Documents” in the left navigation and confirm successful document upload.

Other Services

- Communication Center
- Appointment Center
- Assistance Center
- Learning Center
- Customer Satisfaction Survey

Document Management

- View My Documents**
- Upload a Document
- Scan a Document

My Individual Profiles My Individual Plans

General Information Background Activities Paths Memo Documents

Show Filter Options (Results are being filtered)

Click a column title to sort.

Name	Tags	Class	Create Date	Expiration Date	Action
Social_Security_Card.pdf	Suzie Q. Claimant	Social Security Card	6/12/2020		<a href="#">View</a> <a href="#">Delete</a> <a href="#">Meta Data</a>

Page 1 of 1 Rows 50