www.laworks.net
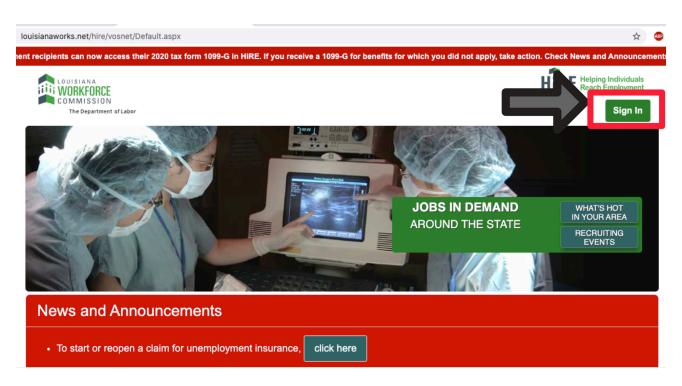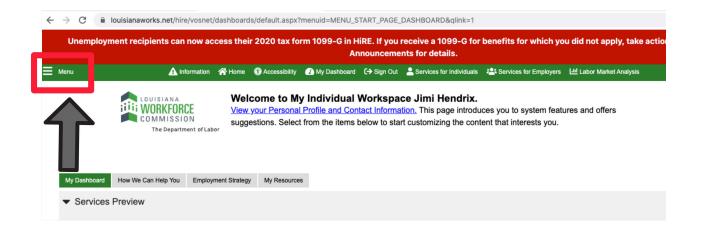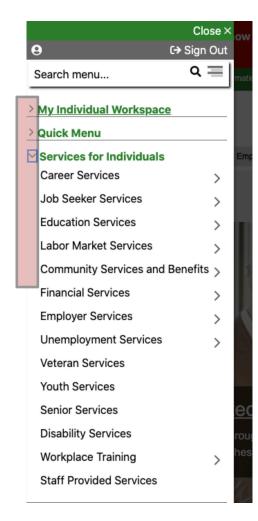# Click on My HiRE Account

Step 2: Click on Sign IN

Step 3: Click on Menu in the top left of the of the green toolbar.
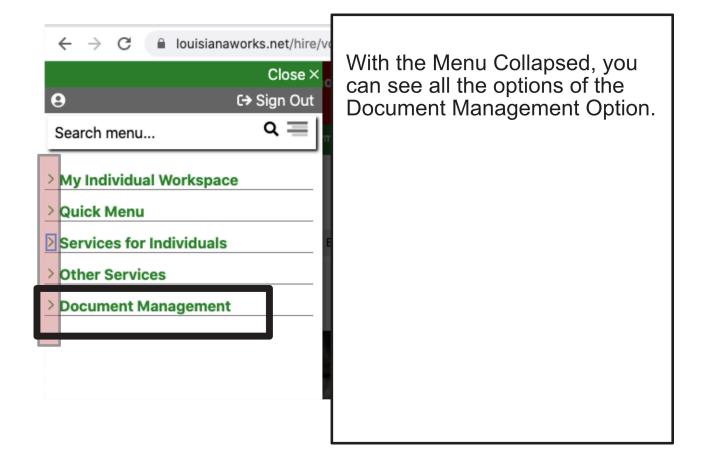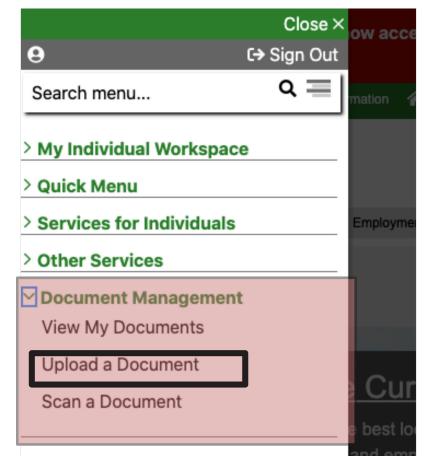

Step 4:   **Important Step

Collapse all the menus by pressing the green arrow
To the left of each item.

If you don't collapse the items you won't
Be able to see all the options.

With the Menu Collapsed, you can see all the options of the Document Management Option.

← → C 🔒 louisianaworks.net/hire/v

Close ✕

👤　　　　　　☐→ Sign Out

Search menu...　　　Q ☰

> My Individual Workspace

> Quick Menu

> Services for Individuals

> Other Services

> Document Management

Close ✕ ow acce

👤　　　　　　☐→ Sign Out

Search menu...　　　Q ☰

> My Individual Workspace

> Quick Menu

> Services for Individuals

> Other Services

☑ Document Management

　　View My Documents

　　Upload a Document

　　Scan a Document

Click on UPLOAD a Document

Document Information

Document Description:
None Selected ▼

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

Do not enter Personal Identifiable Information
(PII) into this field.

Attach Document

[   ] **Select File**

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

Save   **Cancel**

Document Information

Document Description:
None Selected ▼

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

Do not enter Personal Identifiable Information
(PII) into this field.

Type in what you are sending.
Examples: Photo ID, SS Card, W2, 1099,
Letter from Employer, Letter from
Accountant, Letter from Judge, etc.

Attach Document

[   ] **Select File** ⬅

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

➡ **Save**   **Cancel**