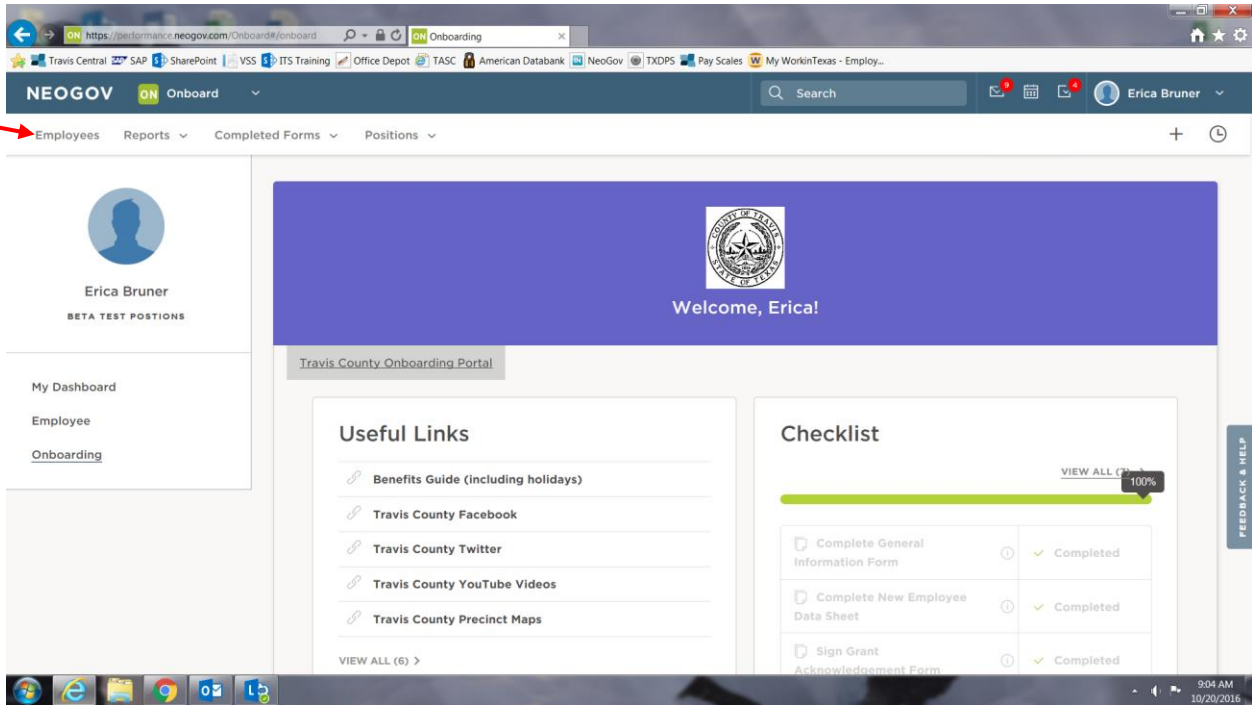
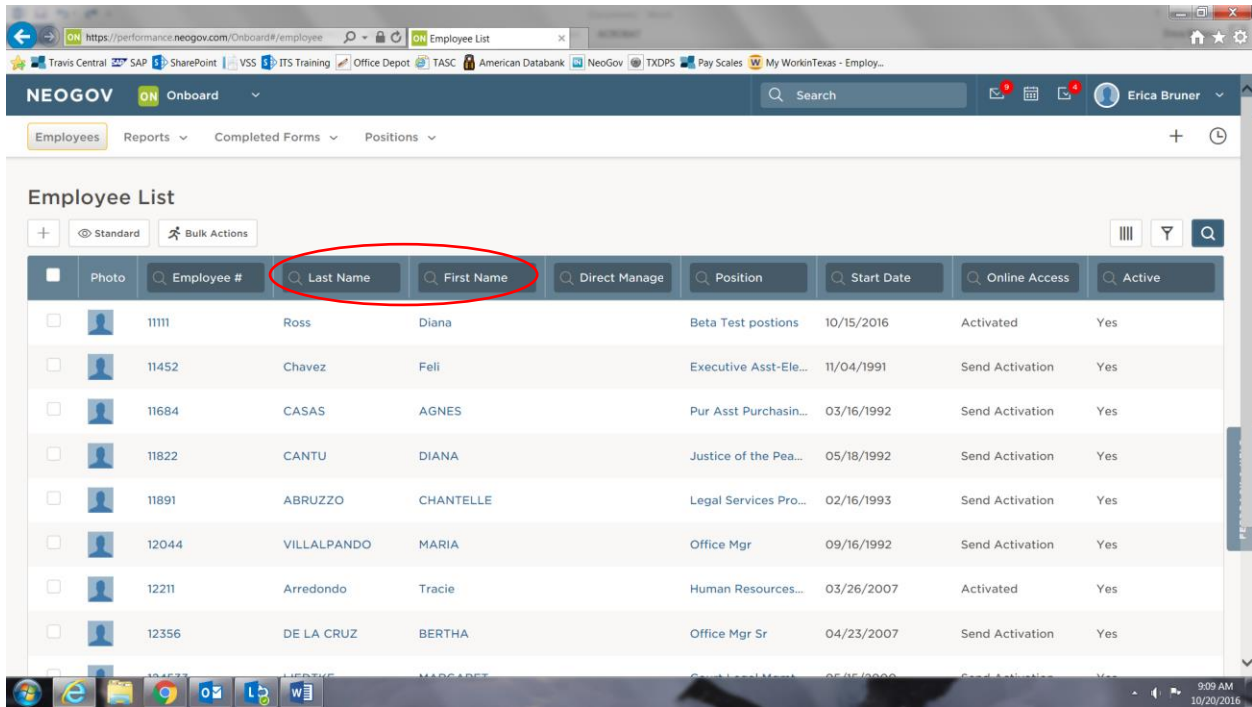


Uploading Attachments in NeoGov Onboard

Step 1: Click on Employees.

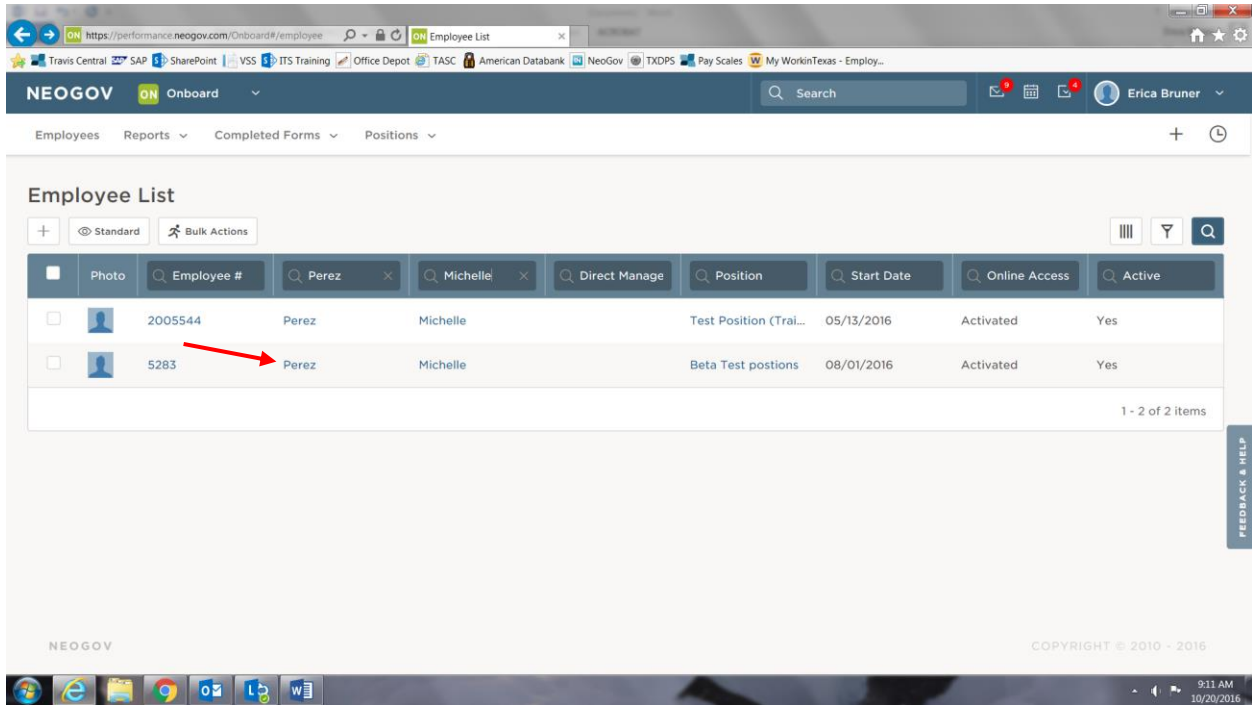


Step 2: Search new hire's name.



Uploading Attachments in NeoGov Onboard

Step 3: Click on new hire's name.

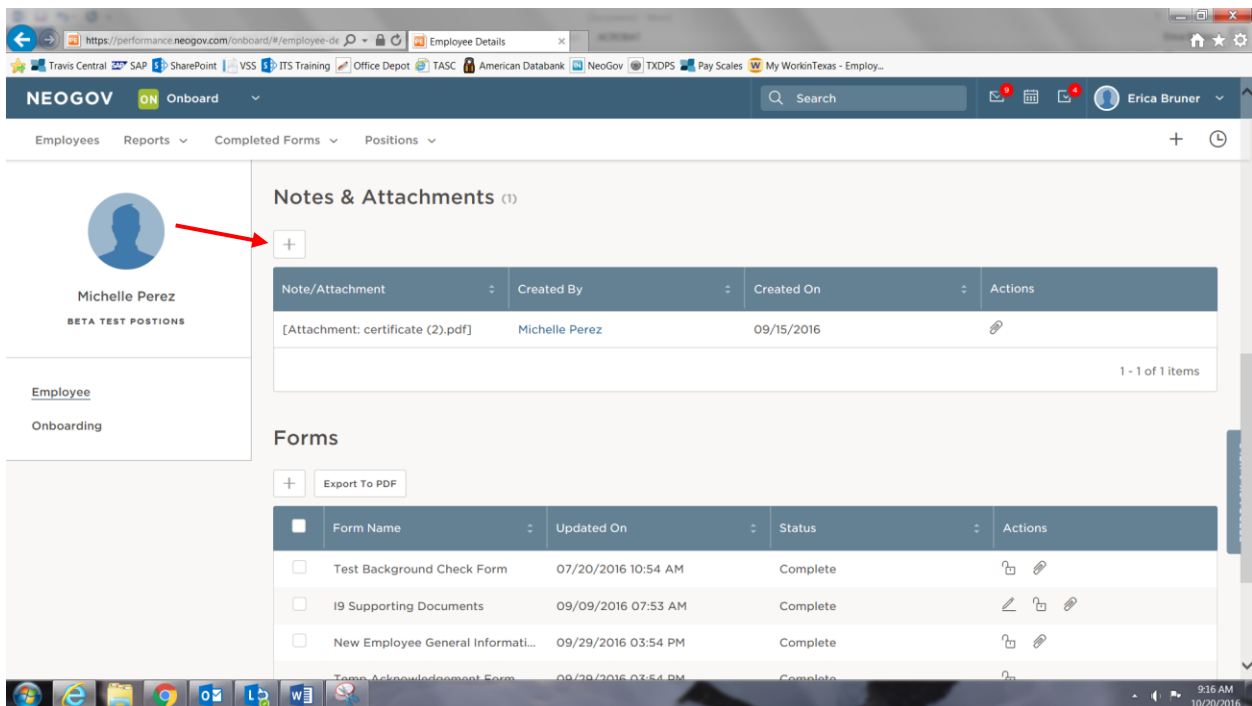


The screenshot shows the NeoGov Onboard interface. The top navigation bar includes 'NEOGOV Onboard' and a search bar. Below the navigation, there are tabs for 'Employees', 'Reports', 'Completed Forms', and 'Positions'. The main content area is titled 'Employee List' and contains a table with columns for Photo, Employee #, Name, Position, Start Date, Online Access, and Active status. A red arrow points to the name 'Perez' in the second row of the table.

Photo	Employee #	Perez	Michelle	Direct Manage	Position	Start Date	Online Access	Active
	2005544	Perez	Michelle		Test Position (Trai...	05/13/2016	Activated	Yes
	5283	Perez	Michelle		Beta Test postions	08/01/2016	Activated	Yes

Step 4: Scroll down to Notes & Attachments and click the + icon to add an attachment.

- **A copy of the application, or resume if no application, and I-9 documentation must be added in this section for each new hire.**



The screenshot shows the NeoGov Onboard interface for an employee's details. The left sidebar shows the employee's name 'Michelle Perez' and 'BETA TEST POSTIONS'. The main content area is titled 'Notes & Attachments (1)' and contains a table with columns for Note/Attachment, Created By, Created On, and Actions. A red arrow points to the '+' icon in the 'Notes & Attachments' section.

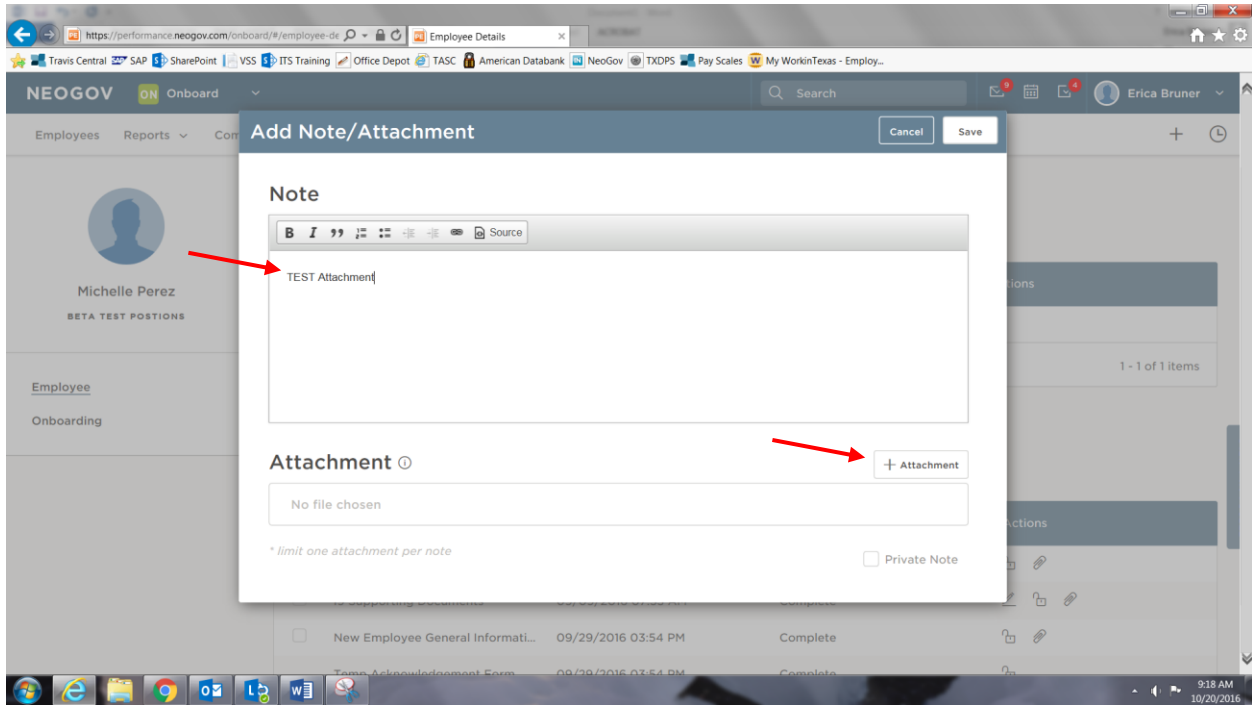
Note/Attachment	Created By	Created On	Actions
[Attachment: certificate (2).pdf]	Michelle Perez	09/15/2016	

Below the 'Notes & Attachments' section, there is a 'Forms' section with a table of forms. A red arrow points to the '+' icon in the 'Forms' section.

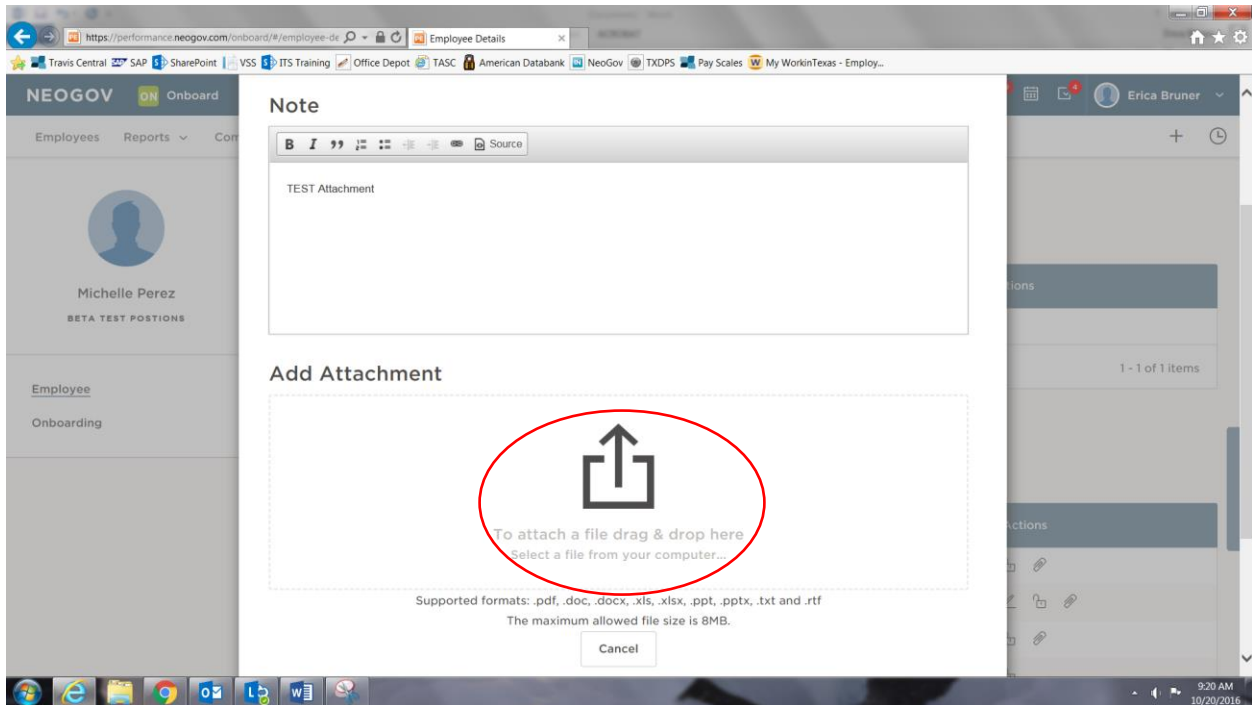
Form Name	Updated On	Status	Actions
Test Background Check Form	07/20/2016 10:54 AM	Complete	
I9 Supporting Documents	09/09/2016 07:53 AM	Complete	
New Employee General Informati...	09/29/2016 03:54 PM	Complete	
Temp Acknowledgment Form	09/29/2016 03:54 PM	Complete	

Uploading Attachments in NeoGov Onboard

Step 5: Add an optional note pertaining to the attachment, then click on the +Attachment button.

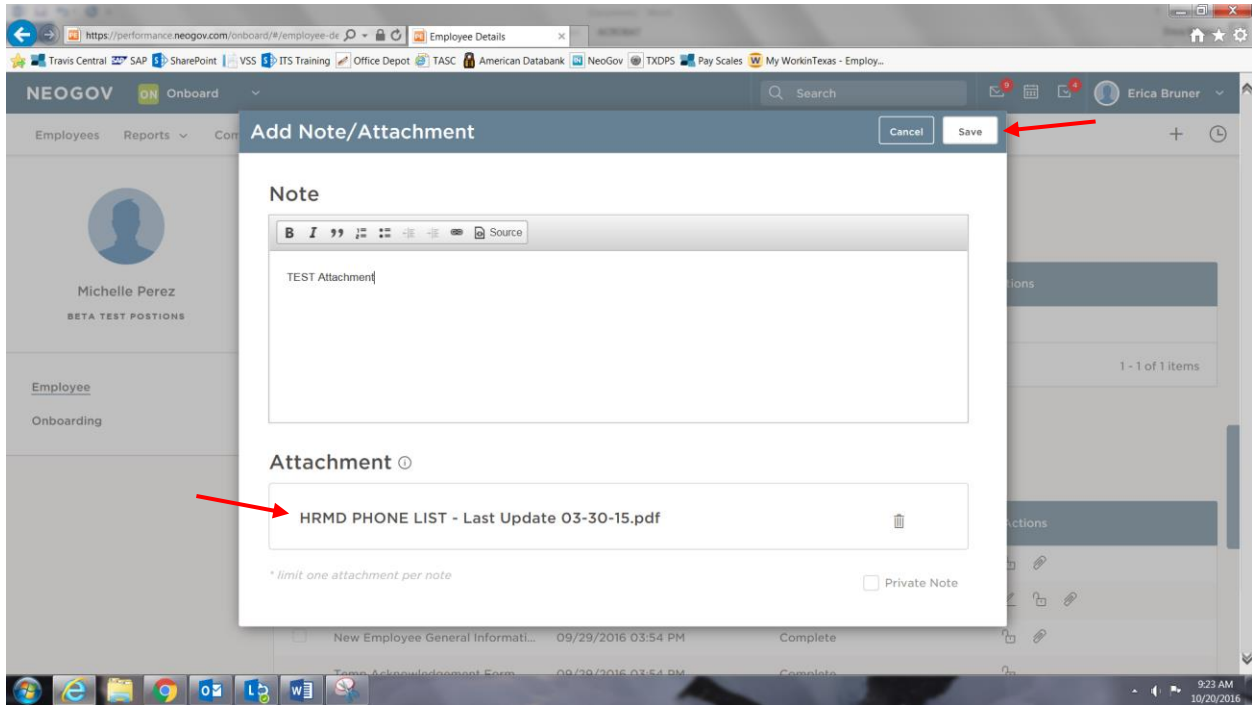


Step 6: Drag and drop the desired file or click on the upload icon to select your file.




Uploading Attachments in NeoGov Onboard

Step 7: After adding attachment, click Save.



Step 8: A notice will appear at the top of the screen confirming the addition and the attachment will be visible in the list.

➤ Click the  icon under Actions if you'd like to view the document after attaching.

