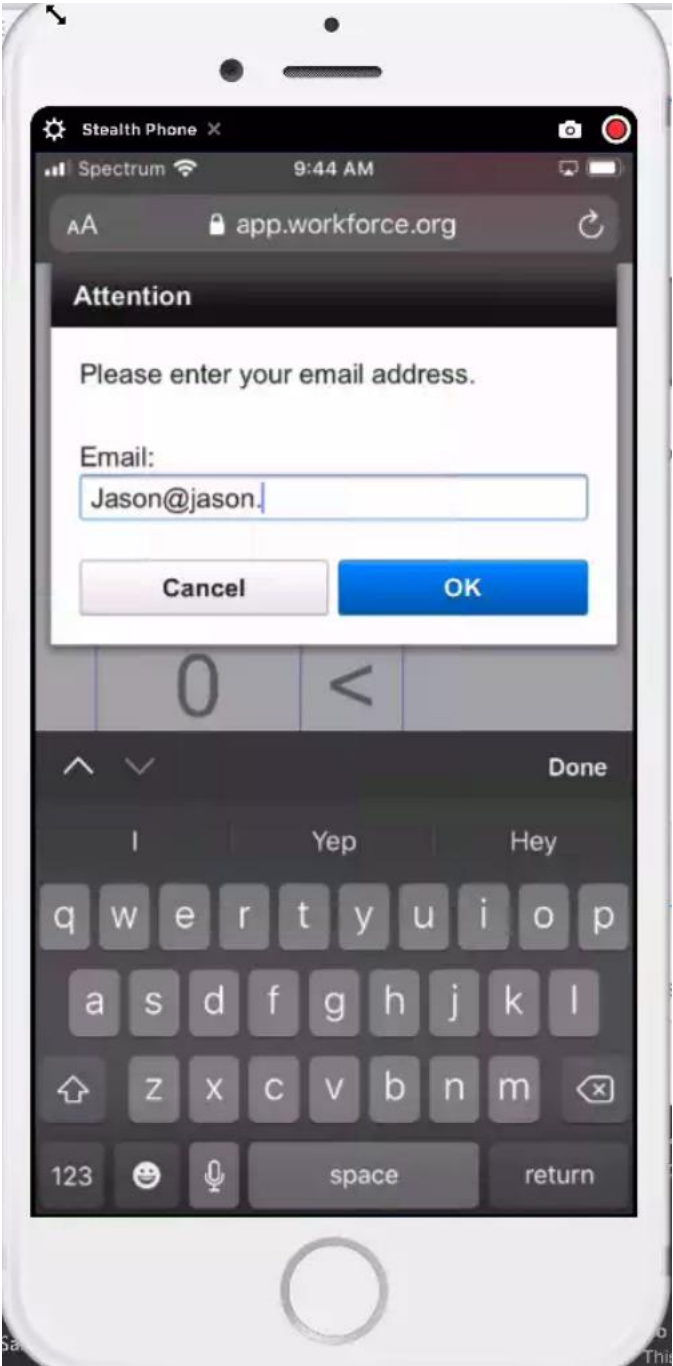


# Workforce eFile Participant DocuVault User Guide

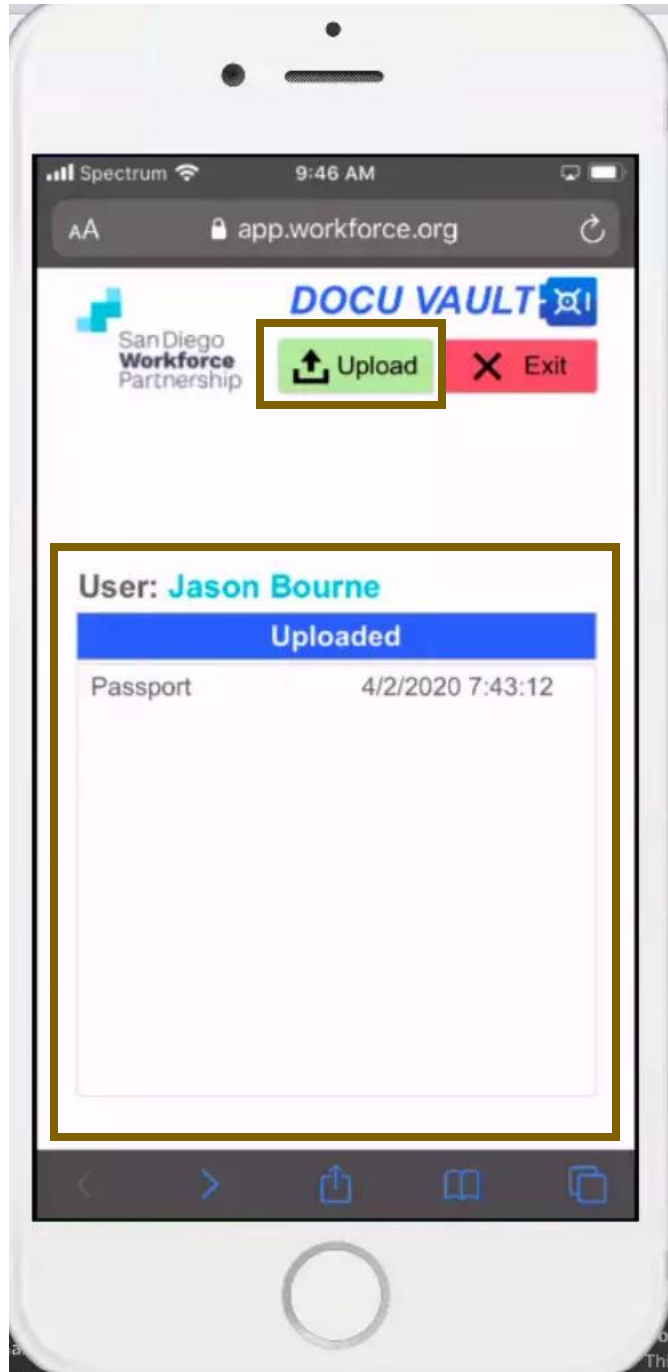
You should receive a link to your DocuVault via email. Your case manager will need to provide you with your PIN to login.



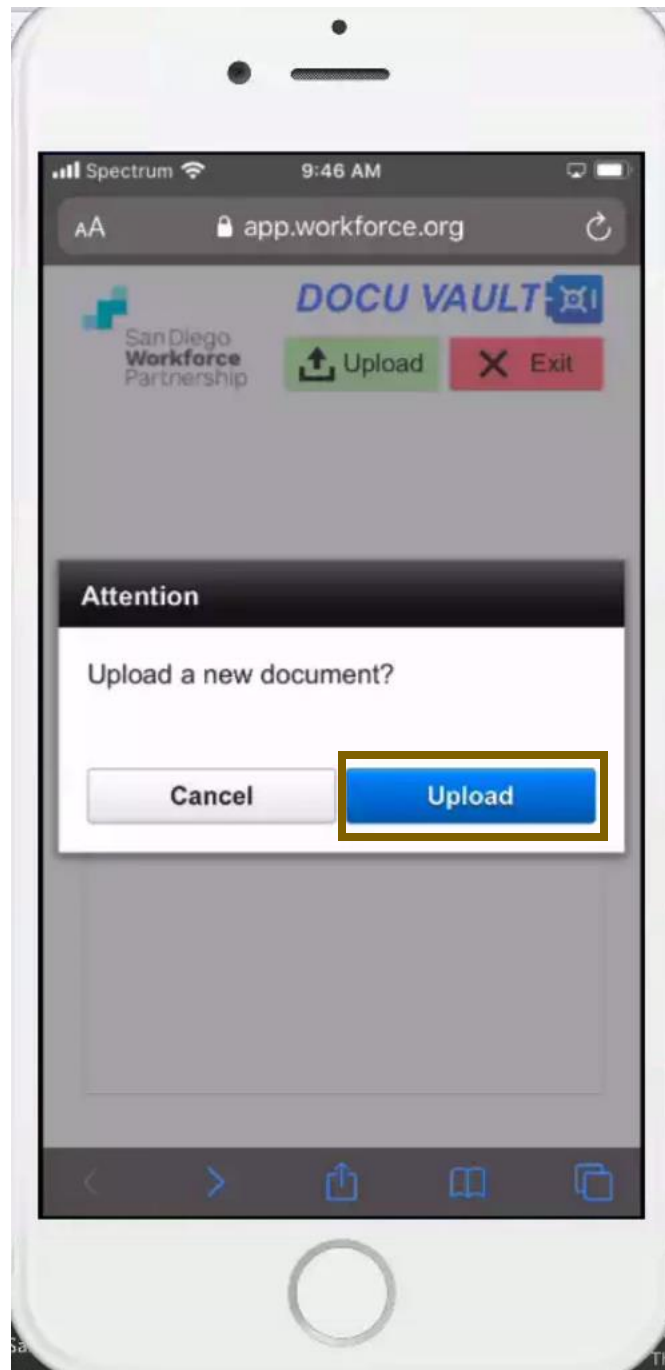
Enter your email address and pin number as shown below and select "Login."



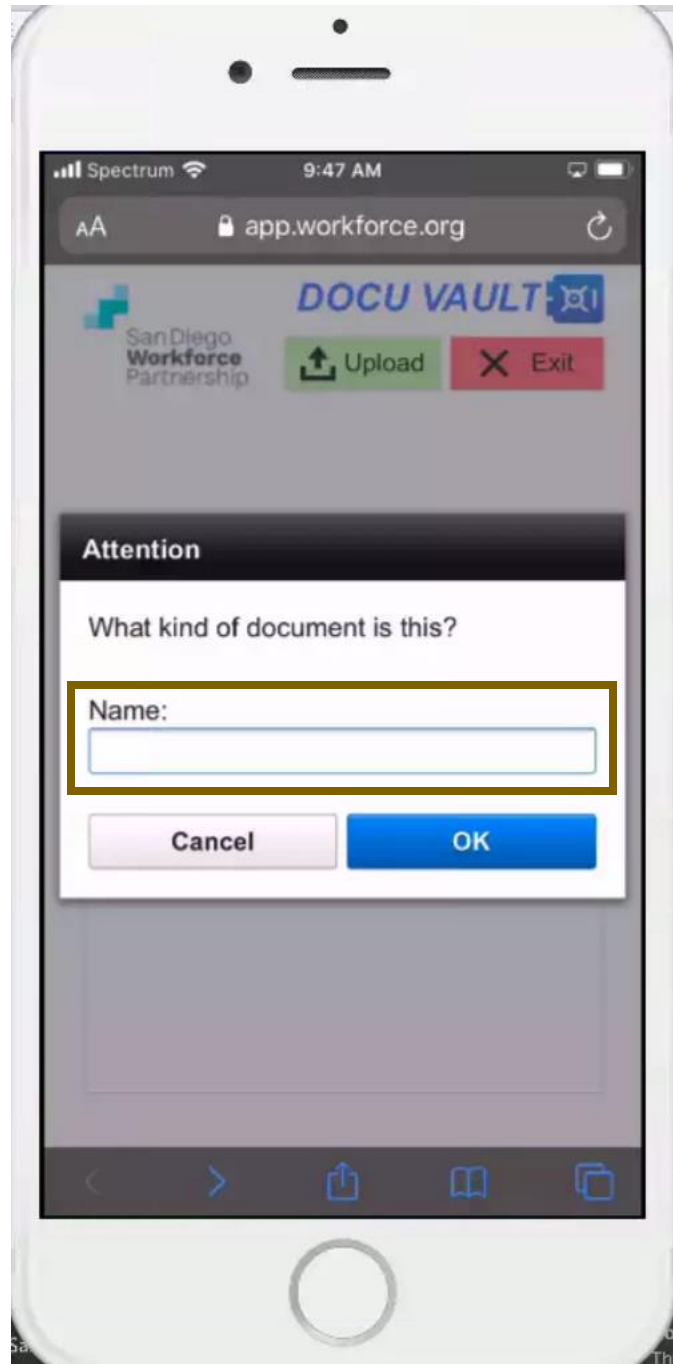
Your name and a list of documents that you have uploaded will be shown. To upload additional documents, select “Upload.”



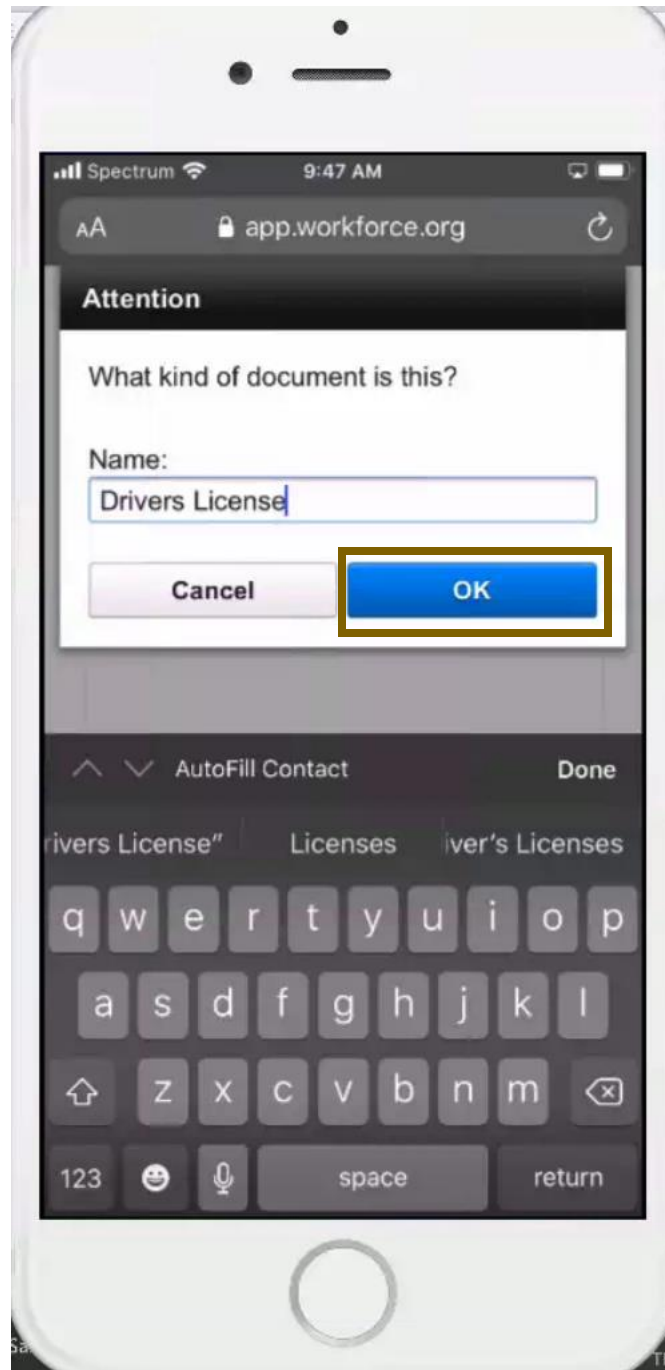
Confirm that you wish to upload a new document.



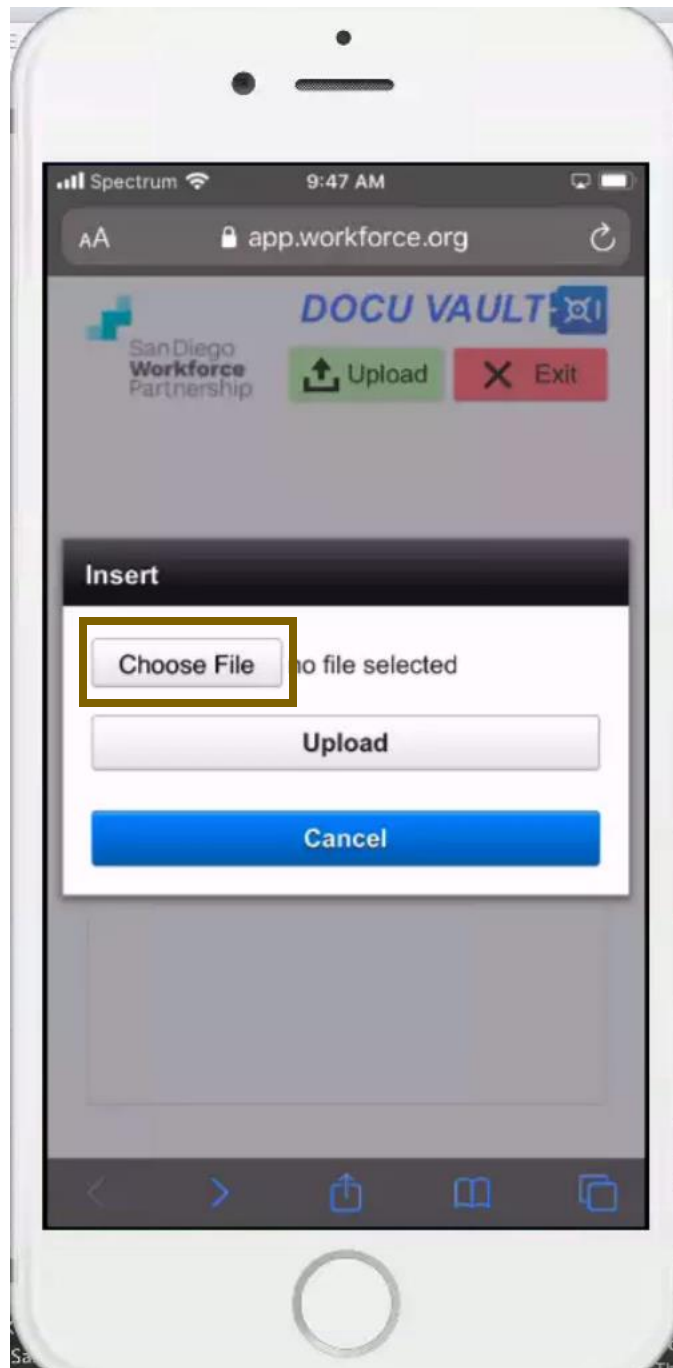
Specify the name of the image of the document you are uploading.



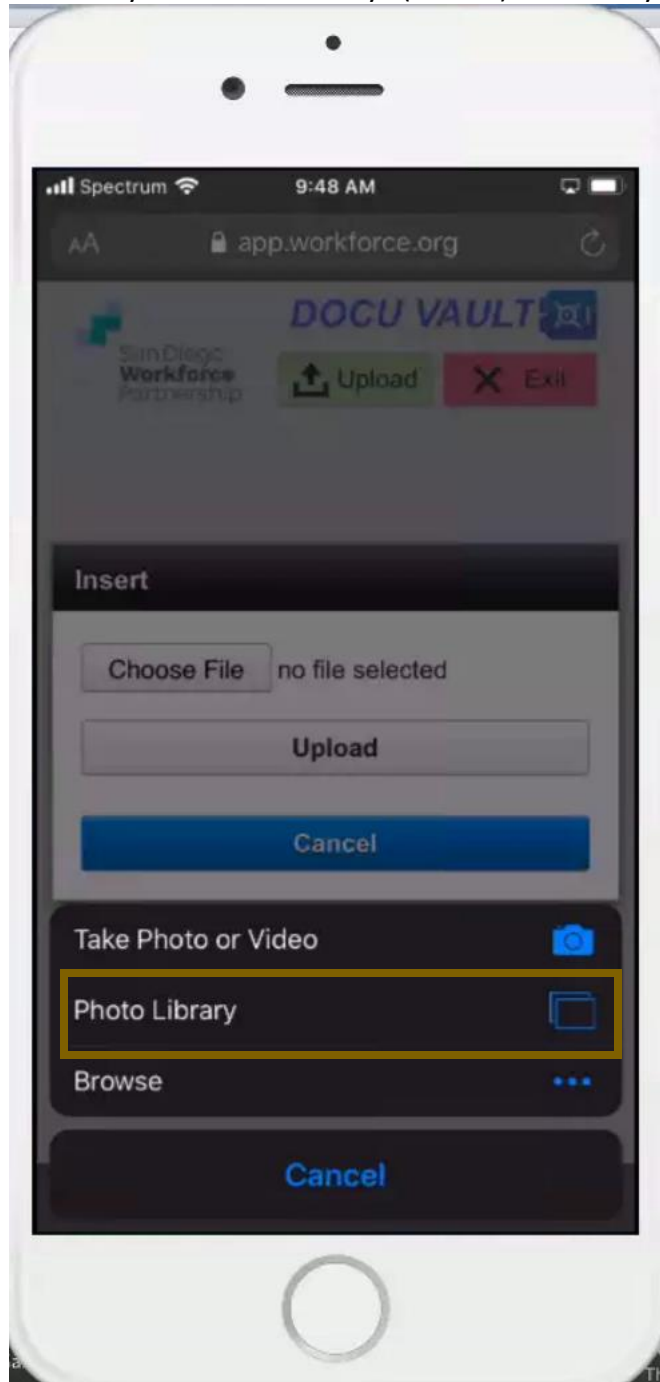
For example, if you are uploading a photo of your Driver's License, type "Driver's License" and select "Ok."



Then, click "Choose File."

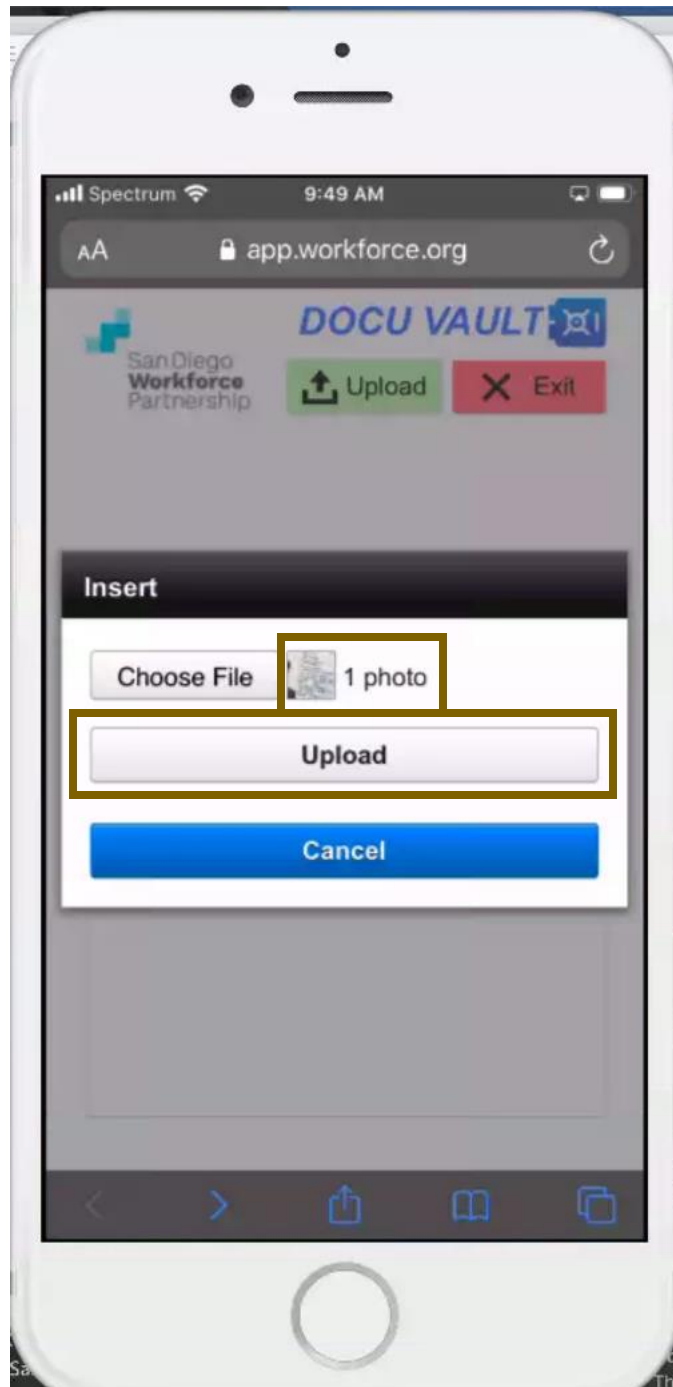


Depending on your phone's operating system (iOS is shown, but can also be used with Android), this part may look different. Make your selection for where your image has been stored in your phone. Typically, that will be in your "Photo Library" (for iOS) or "Gallery" (for Android).

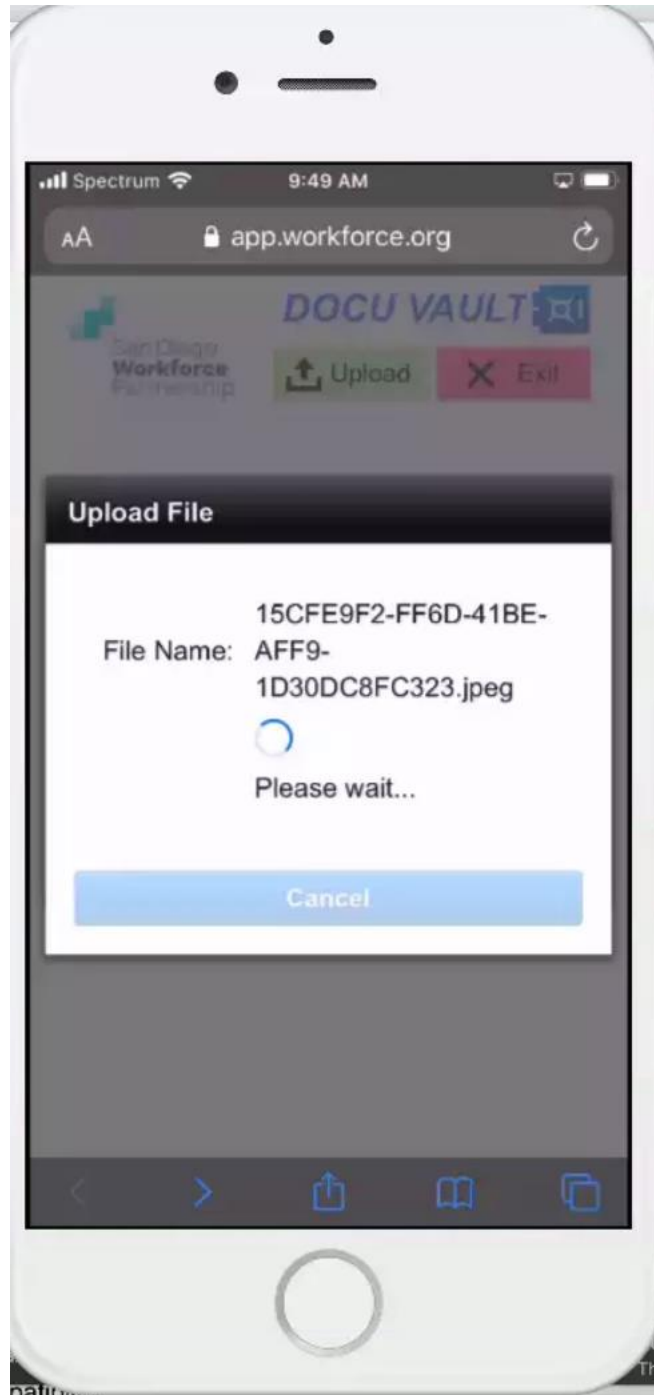




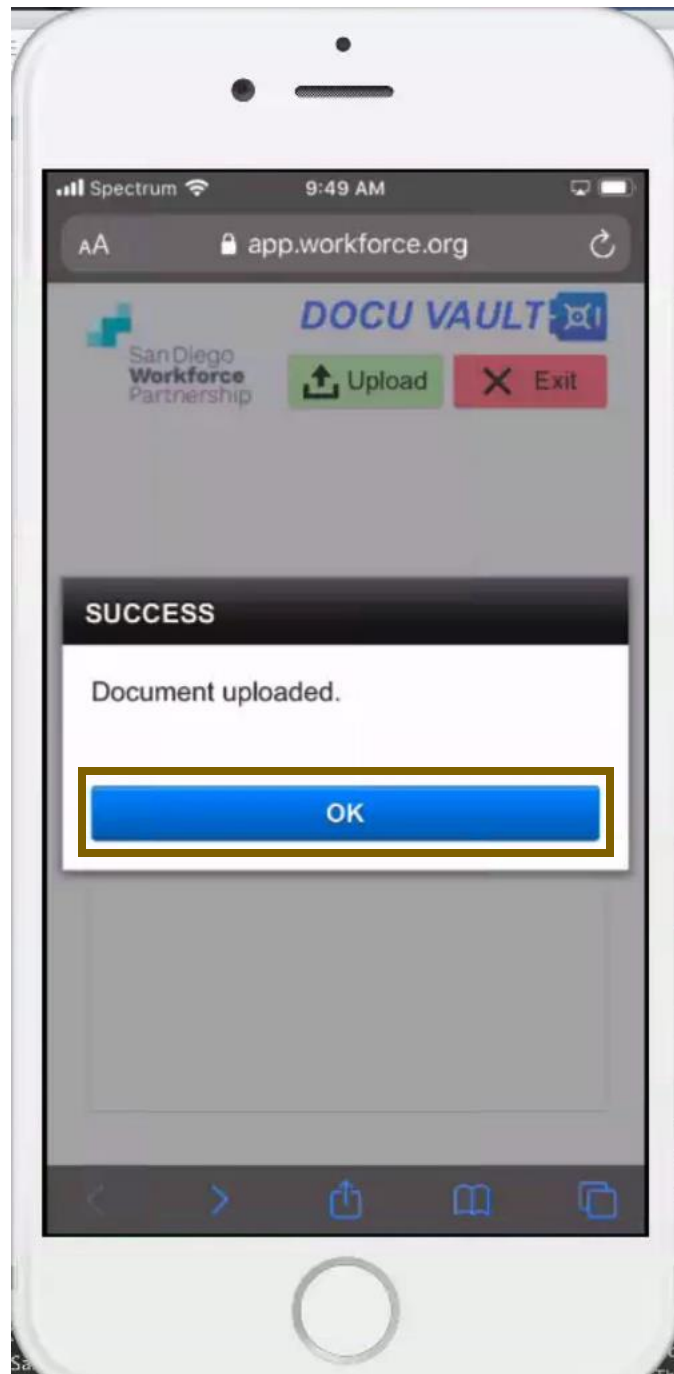
Once you have made your selection, a preview of your image should be viewable. Then, you select "Upload."



Your image will then upload to DocuVault. This may take a few moments.



Once upload is complete, you will get this confirmation. Select "Ok."



You will return to your DocuVault home page, where you will see the date and timestamp of the images/documents you have already uploaded to the system. You can upload as many documents as you like. Notify your case manager that you have completed your upload(s)!

