

## Uploading Documentation with Personally Identifying Information (PII)

### Using a Smartphone or Tablet

Thank you for registering for the WIOA Grant!

We are required to collect some *Personally Identifying Information (PII)*. You will need to upload documentation that has your PII where you apply for the grant in [employflorida.com](http://employflorida.com) (EF).\*

**You will need to upload your:**

- Current Driver's License **or** CDL Permit
- Social Security Card **or** Employment Authorization Card (Form I-766) **or** U.S. Passport

**If you are a veteran or eligible spouse of a veteran**, you will need a DD214 **or** other DOD form indicating you are a dependent spouse of a veteran.

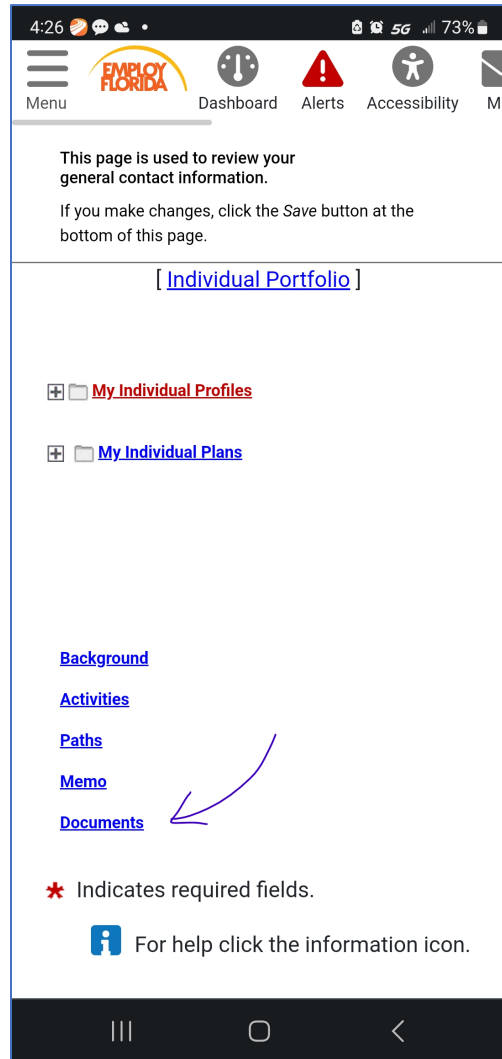
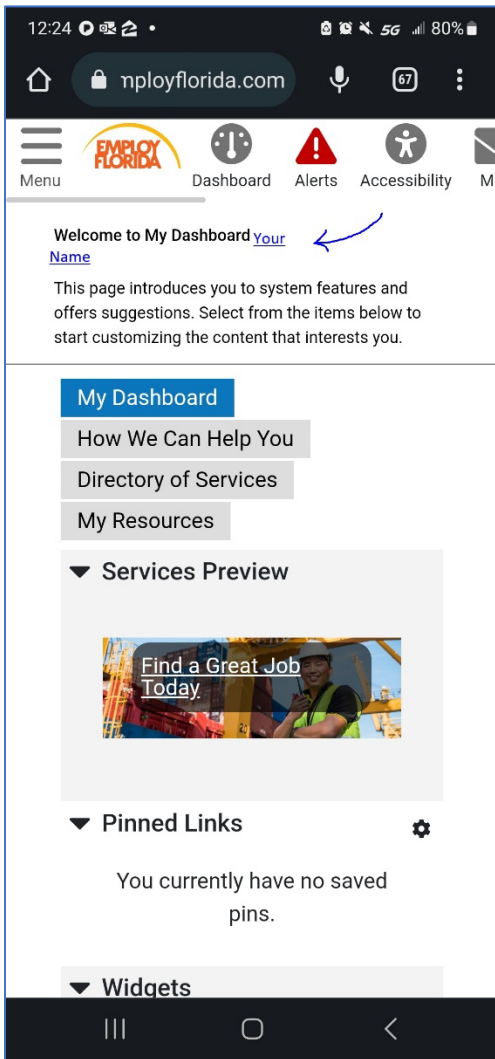
If you do not have the documents you need, please email [opportunity@fsw.edu](mailto:opportunity@fsw.edu). We will help you identify other acceptable documents.

Once you have collected your documents, you can log into Employ Florida from your smartphone or tablet and use your camera to upload pictures into the system. Directions start on the next page.

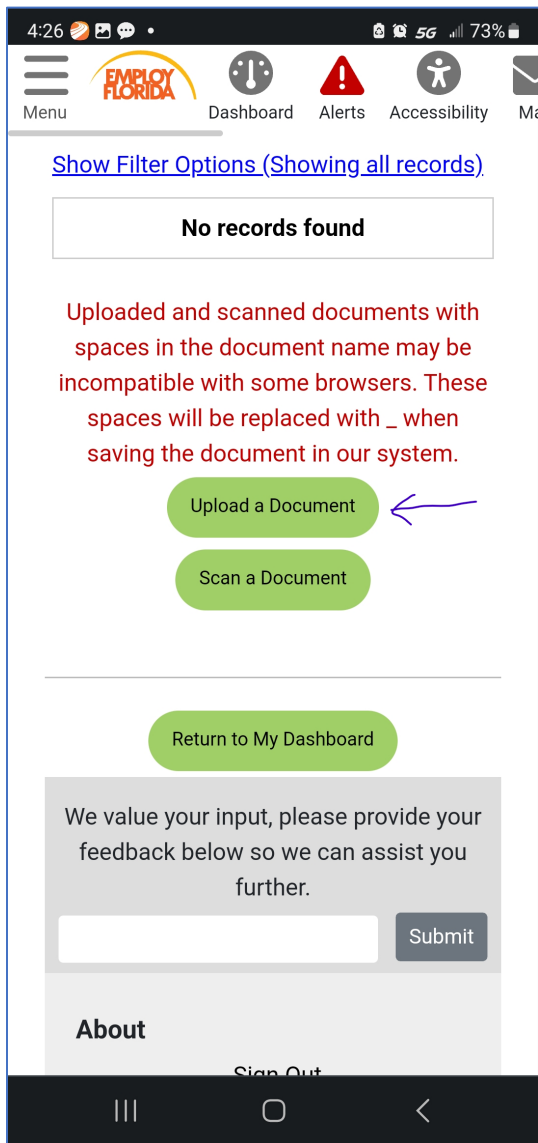
## How to Upload Documents into Employ Florida Smart Phone or Tablet

When you log in, you might have to close a pop-up window with your suggested activities. Then you will be on your dashboard. Click on you name where it says “Welcome to My Dashboard, <your name>.”

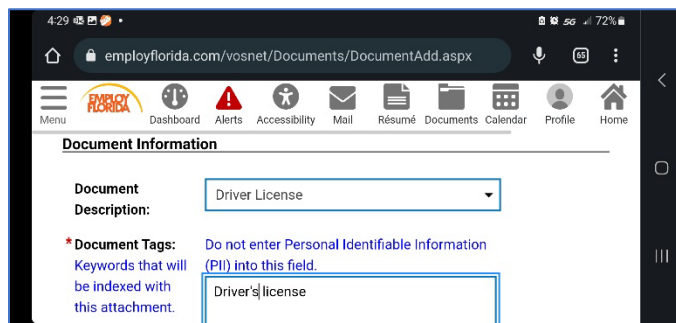
That will bring you to a page with a list of links. Choose “Documents.”



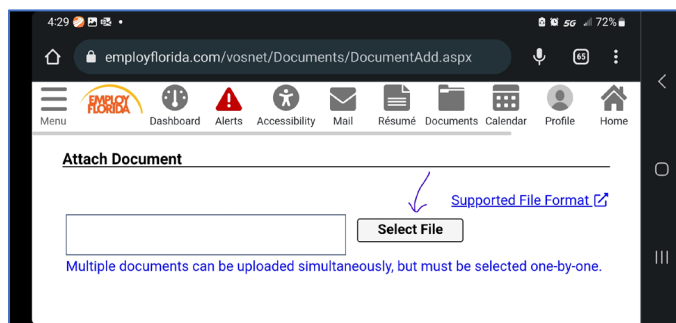
Click on the Green button that says “Upload a Document”



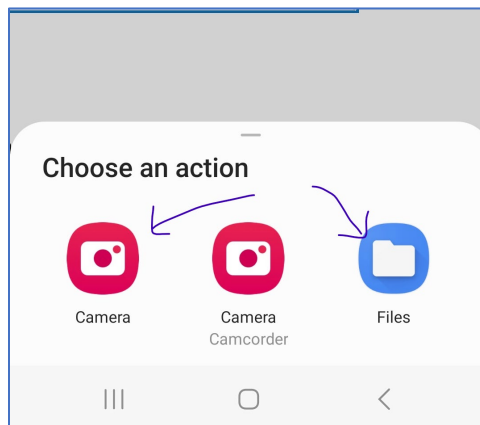
Choose a document description and add a keyword. (The keyword can be the same as the document description.)



Click on “Select File.”



A window should open with the option of where to get the file. Use the “Camera” option to take a picture of your document or the “Files” option if you already took pictures and saved them to your phone.



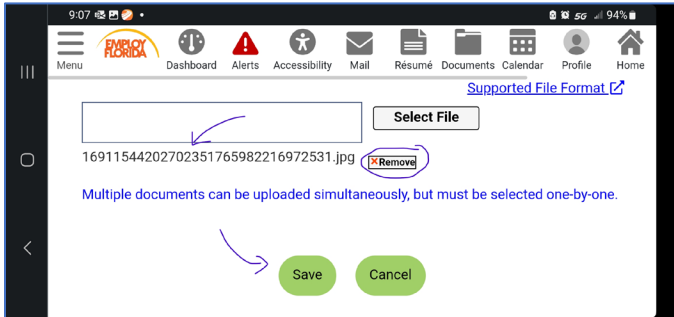
Take the picture of the document and click “OK.” If the picture is blurry click “Retry.” (If you chose “files,” navigate to the file where your picture is and choose the picture.)

Your file name will show under the select file box.

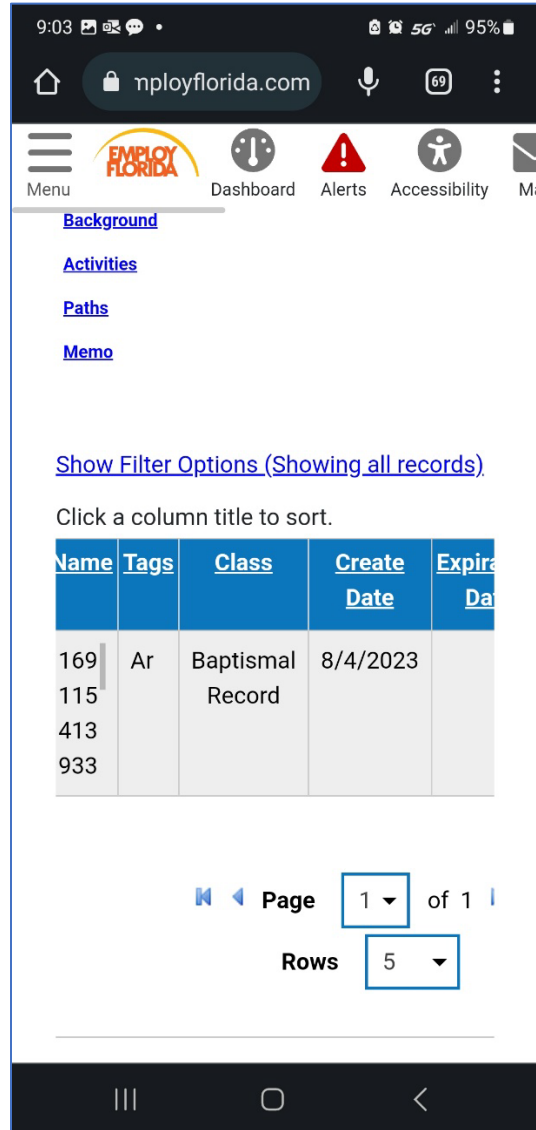
Click on the file name to choose it.

The “xRemove” will appear once you have chosen the file.

Click the green “Save” button.



Once your document is saved, you can scroll down and see it listed as a document in the blue and gray table.



Continue this process to upload each of your documents.