

Uploads Tab

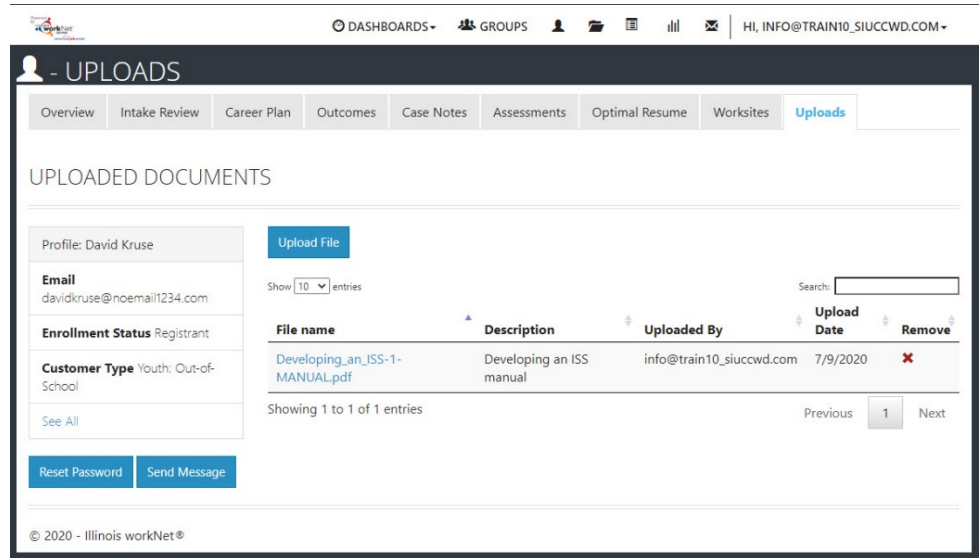
Use of the Uploads tab through the Illinois workNet (IwN) customer profile can save paper file space. Whatever you would keep in a paper document file, you can upload to the customer uploads tab except for any PII – Personal Identifying Information, i.e. social security numbers. Those items can be redacted and uploaded.

From the Customer Profile

Intermediaries and Navigators can view any file that has been uploaded to the customer profile.

Documents may be filtered by the top of each column.

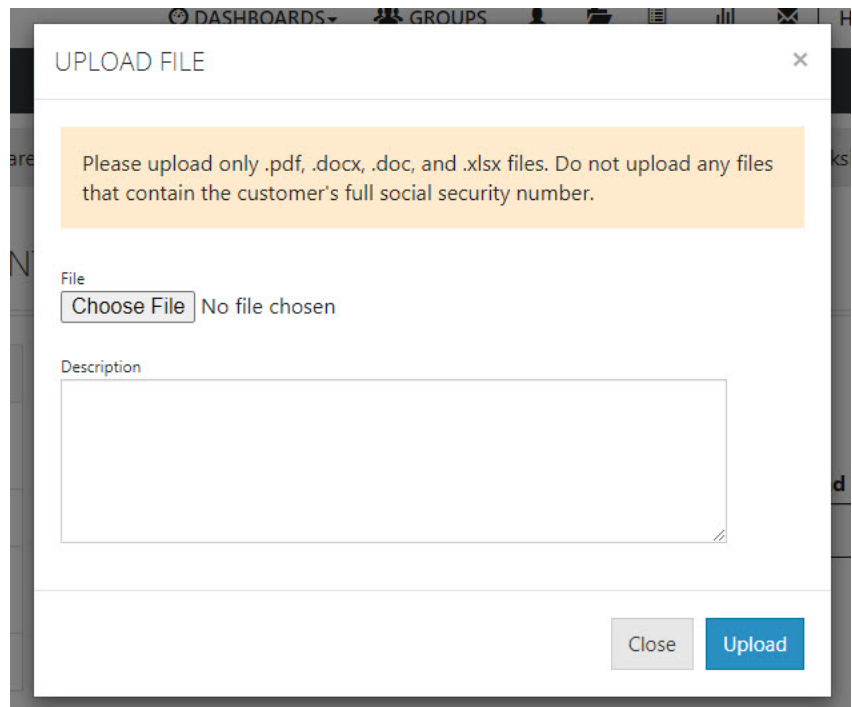
Documents may also be removed by clicking the red X.



- Click the **Upload File** button.
- Select a **file from your computer**.
- Add **Description** – this helps others know exactly what the document includes.
- Click **Upload**.

Documents that may be uploaded:

- Signed copies of Career Plans
- Timecards from work experience
- Eligibility documents with full Social Security Number redacted
- Resume
- Copies of credentials earned
- Paystubs
- Employment verification forms
- Digital Badges
- Assessments not in IwN system.





Uploads Tab in Customer Profile

July 2020 v1