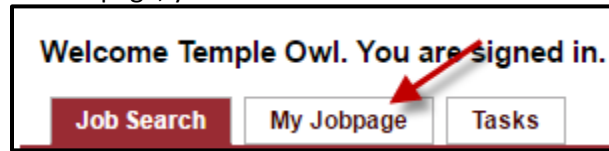
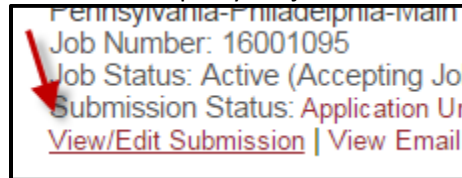


Uploading Documents to Job Submission

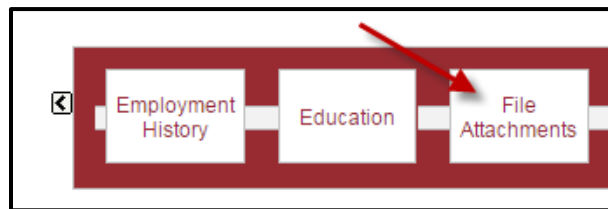
1. Log into your Taleo job site.
2. On the left-hand side of the page, you should see three tabs. Click on **My Jobpage**



3. You will see a list of all the jobs you have applied to. Underneath each job will be a link titled **View/Edit Submission**. Click on this to open your job submission.



4. At the top of the page, you can navigate to different parts of the application. Click on **File Attachments**.



5. You can choose a file from your computer as you had done previously and attach it.
6. At the bottom of the page will be a list of documents associated with your profile. **Do not delete** any of these, it is just showing all documents that you have uploaded in Taleo.
7. Check off a box under **Relevant Files** for those you wish to show up with this application.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TEST RESUME 2.docx	10/6/16		Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TEST COVER LETTER 2.docx	10/6/16		Delete
<input type="checkbox"/>	<input type="checkbox"/>	TEST COVER LETTER 1.docx	10/6/16		Delete

8. Click **Save and Continue** at the bottom of the page to update this job application.