UPLOADING A DOCUMENT ONLINE

This section is included as an overview of the online process for a user. The actual online experience is dependent upon configurations and as such may vary from the steps included within this section.

Uploading a Document

1. Log on to the Iron Data Online website.

2. Select ONLINE SERVICES, and then select the Upload Documents link.

Note: You can also scroll down to the Activities section, and then click the Upload Documents link.

3. Select Start.
The **Document Upload** dialog box opens.

4. Select the edit icon in the **Action** column.

The **Edit Document Upload** page displays.
5. Select **Browse** to select the document, and then select **Upload Document**.

The uploaded document displays.
6. Select **OK**.

The uploaded document is listed on the **Document Upload** page.
7. Proceed through the remainder of the wizard until complete.

The document is saved.

A view of all completed document upload processes is available from the Intranet at Online > Online > Document Upload History.

The uploaded document can be viewed by the Intranet user by accessing the Contact or Credential view screen, and then selecting the Documents link.