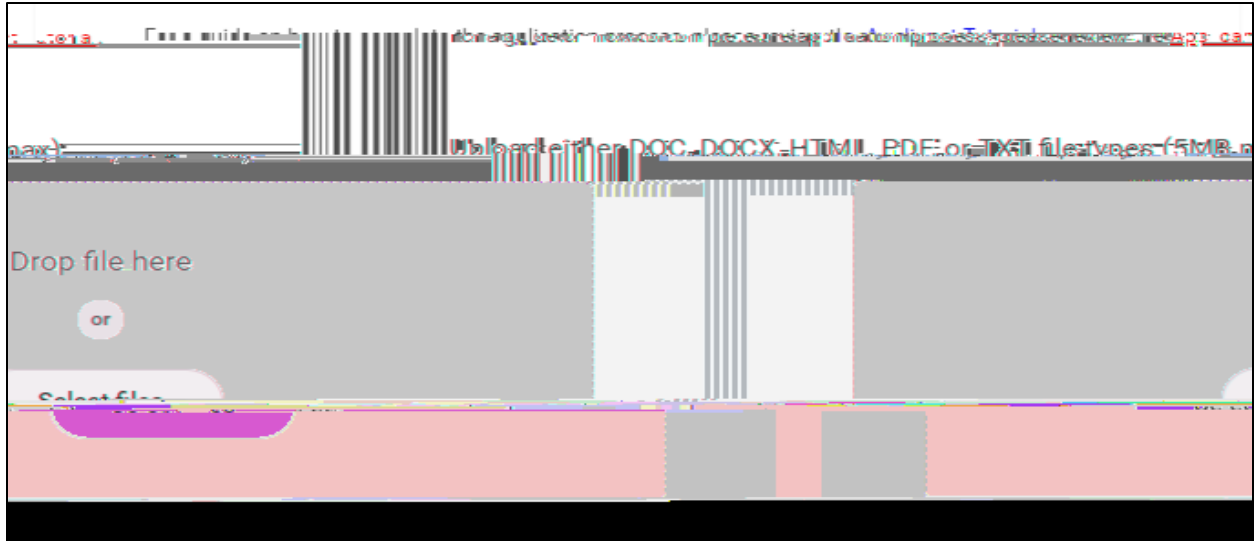


ATTACHING DOCUMENTS (MULTIPLE OR SINGLE):

To complete the application process, documents such a resume and/or cover letter may need to be attached. The system will **NOT** prompt you to attach two separate documents, so it is important to review the steps below.

After you have logged into your account, it is important to review the “**Special Instructions to Applicant**” section of the Job Posting to confirm how many documents are required to be attached during the application. Once reviewed, select “**apply**”.

This will take you to the “**Quick Apply**” screen. If using “**Quick Apply**”, please make sure to review the instructions on that page as it contains very important information about how your resume is used at this step. If not using “**Quick Apply**”, hit next.



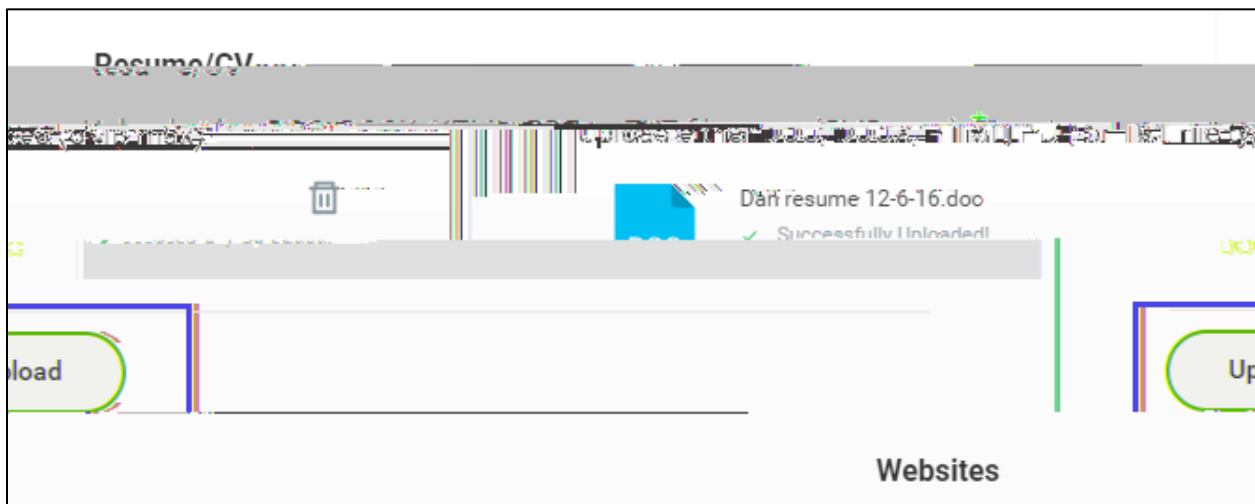
This will take you to the **"My Information"** screen. If **"Quick Apply"** was used, review the information that carried over and make any adjustments that are needed. If **"Quick Apply"** was not used, then enter the information on that page and hit **"Next"**.

The next screen will be **"My Experience"**. If **"Quick Apply"** was used, review the information that is populated and make any needed adjustments. If **"Quick Apply"** was not used, review and enter the required information.

Prior to hitting **"Next"**, scroll to the **"Resume/CV"** section.

If **"Quick Apply"** was used, see below:

One document should already be there (this should be your resume which was attached at the quick apply step). To attach another document, make sure to select **"upload"**. This can be repeated until all documents are uploaded.



If “**Quick Apply**” was not used, see below:

There will be a gray box, you can drag and drop multiple documents at once into this box **OR** the single “**Select Files**” button can be used to upload each attachment.

Once one document has been uploaded, then you will have an opportunity to upload additional documents by selecting “**Upload**”. This can be repeated until all required documents are attached.

When finished, hit “**Next**” to finish applying.