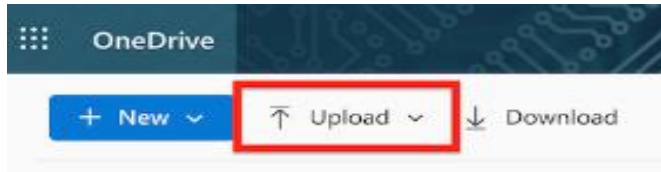
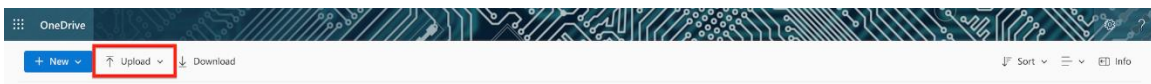




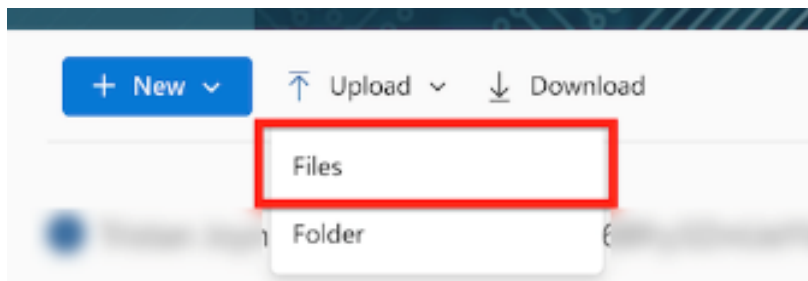
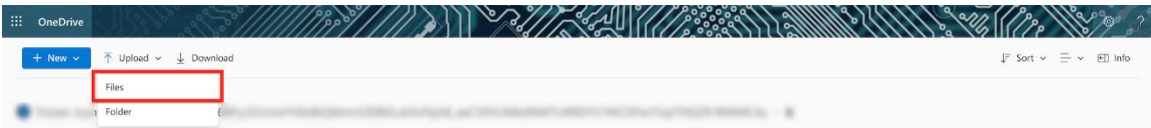
Iowa Workforce
Development

FILE UPLOAD INSTRUCTIONS

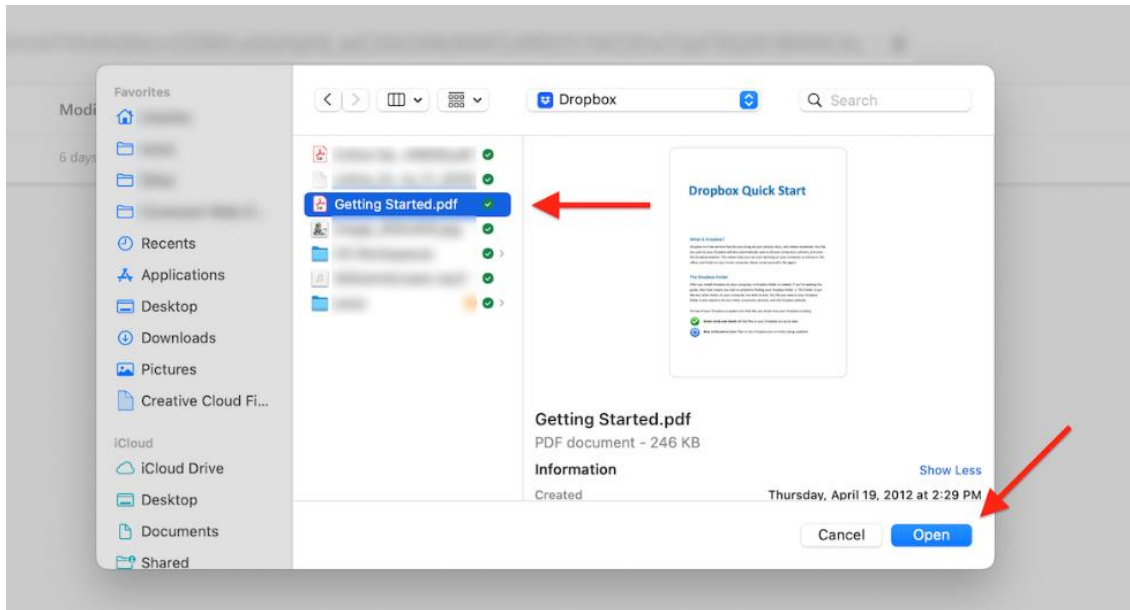
1. Select the 'Upload' button toward the top of the page.



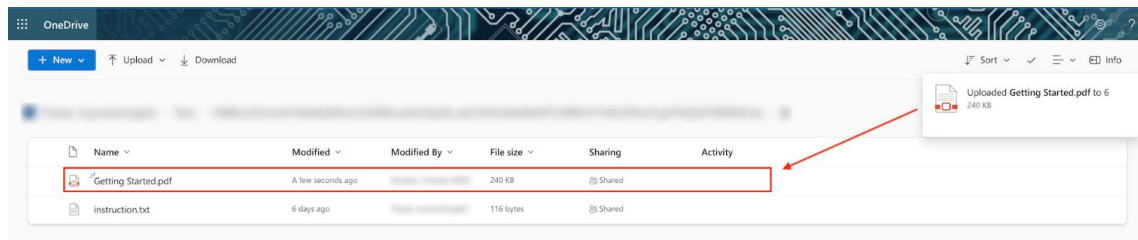
2. Choose "Files" from the dropdown menu.



3. Locate the file on your local computer and open it.



4. The file will then be listed in the directory list as a confirmation that the document has been successfully uploaded.



5. Repeat Steps #1 though #3 for each document you are uploading.

6. Once you have uploaded all of your files, you can close the window.

7. For any questions, please visit workforce.iowa.gov/contact to locate the appropriate program that you are contacting.