FILE UPLOAD INSTRUCTIONS
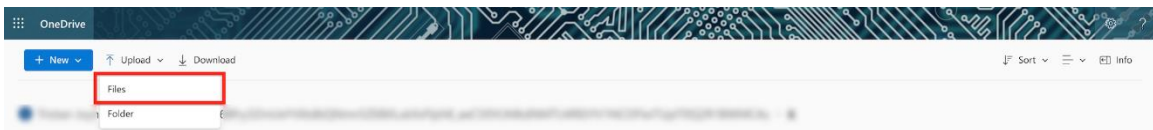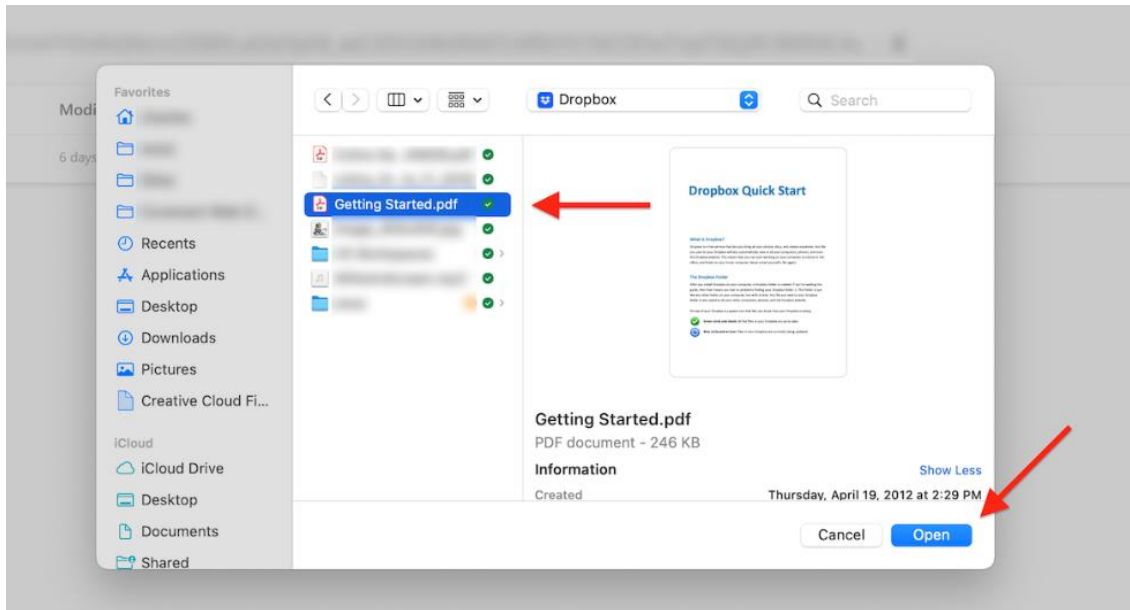
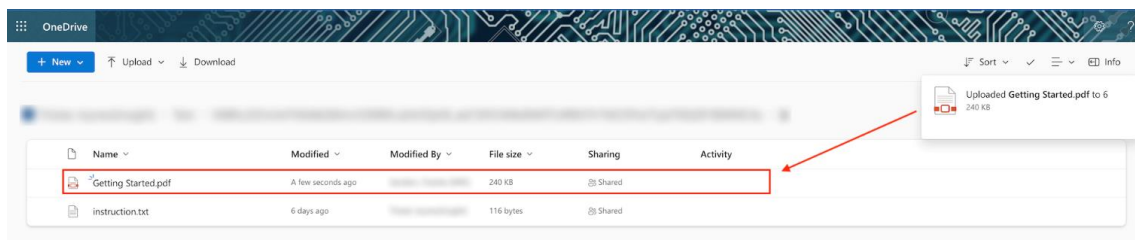1. **Select the 'Upload' button toward the top of the page.**
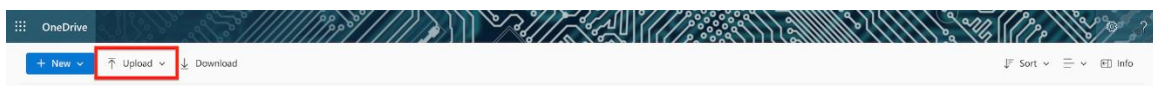
2. **Choose "Files" from the dropdown menu.**
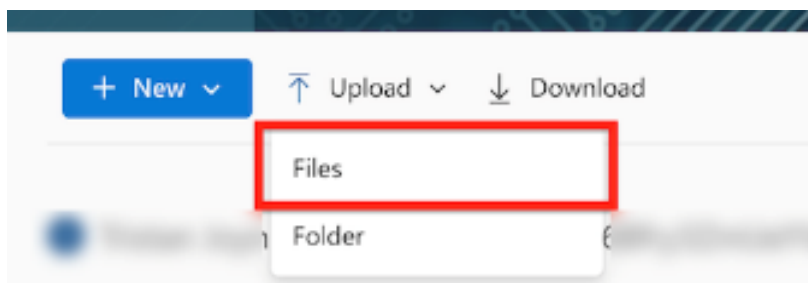
3. Locate the file on your local computer and open it.

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.