

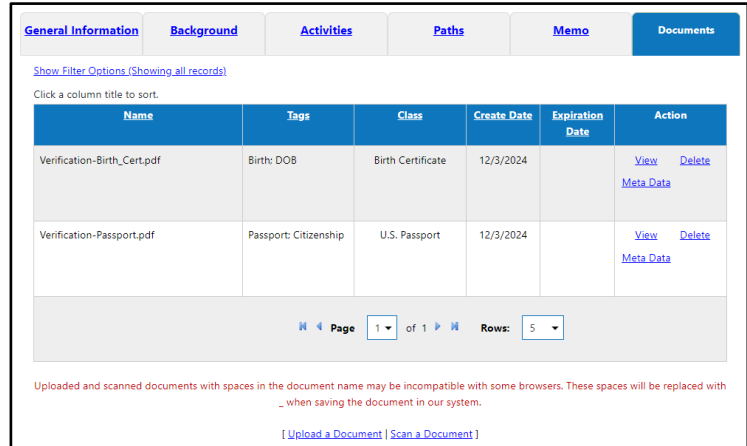
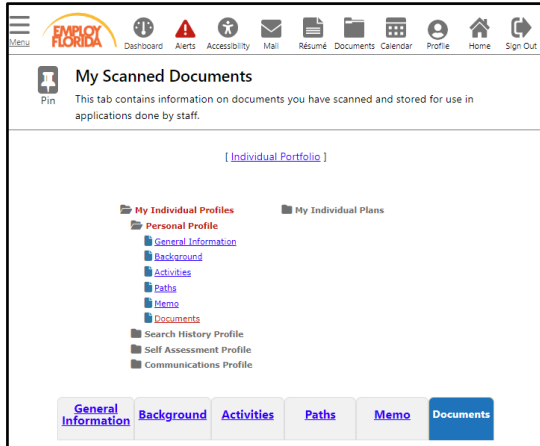
How To: Upload Documents into Employ Florida (EF)

Once you are registered in Employ Florida, you can upload required documents into your account:

Where to Find the Document Section:

1. Go to employflorida.com in the browser bar. Under the Username and Password boxes, enter your Username and Password.
2. On the navigation bar down the left side of the screen, under Quick Menu, roll your mouse over or click on "My Portfolio"
3. Roll your mouse over or click on "My Individual Profiles."
4. Click on "Personal Profile"
5. Click on the "Documents" tab {located at the far right of the page}.

The Documents tab lets you upload your verification documents into Employ Florida. CareerSource Suncoast must verify information you've provided through documents you uploaded, for example, a Social Security card, birth certificate, or driver's license.



How to Upload a Document:

1. On the Documents tab, click the **Upload a Document** button. The Upload Document page displays and focuses on the Document Information section (see figure below).

Document Information

Document Description:

*** Document Tags:** Do not enter Personal Identifiable Information (PII) into this field. Keywords that will be indexed with this attachment.

Attach Document

[Supported File Format](#)

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

2. Select a description of the document from the **Document Description** drop-down list.
3. Enter a 'Document Tag'. A Document Tag can be the name of the document you are uploading. This item is required to save and upload a document.
4. In the Attach Document section, click the **Select File** button to open a File Explorer window on your computer or other device to locate the file you want to upload (or **Choose File** or **Browse**, depending on your browser).
5. Navigate to the desired file location and select the file for upload. The filename is displayed below the Select File box, along with an **x Remove** button in the event you selected the wrong file/document (see figure above).
 - a. To see a list of supported file formats, click the Supported File Format link on the right side of the page. The most common formats are .PDF, .DOC (MS Word), .JPG, .GIF, .PNG.
6. Click **Save**. The file/document is uploaded, and the Documents tab redisplay with the file listed.

Note: If your system includes scanning capabilities, and you have a scanner attached to your computer, you can scan a document to add the file to your Documents tab.

To View, Modify or Delete an Uploaded Document:

Name	Tags	Class	Create Date	Expiration Date	Action
Verification-Birth_Cert.pdf	Birth: DOB	Birth Certificate	12/3/2024		View Delete Meta Data
Verification-Passport.pdf	Passport: Citizenship	U.S. Passport	12/3/2024		View Delete Meta Data

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[Upload a Document](#) | [Scan a Document](#)

From this tab, you can perform the following tasks:

Note: You will need to enter your Employ Florida password to view, edit, or delete your documents.

- **View or download a document** - Click the View link in the Action column.
- **Change document keyword tags**- Click the Meta Data link in the Action column.
- **Remove a document** - Click the Delete link in the Action column. This is allowed until staff reviews / validates the document. After that, Delete will not display, and Meta Data will open a view-only page.