

# HOW TO UPLOAD DOCUMENTS TO YOUR CHECKLIST

**STEP 1:** Log in to your [myUH self-service](#) account. Click on **To Do List**.

**STEP 2:** Within your To Do List, find the requested To Do List item that you would like to upload. Click on the document, and this will take you to the item's description. You should see an **"Upload File"** button — click on the button to upload a document.

**STEP 3:** The File Attachment page should display. Under the **"Attach Files"** section, click on the **'Add'** link to upload a file.

**STEP 4:** This will open a window with information about the upload process and a disclosure. Click **"OK."**

**STEP 5:** Click the **"My Device"** icon, and then browse for the appropriate file on your mobile device or computer. To upload a document, it must be in **PDF format**.

**STEP 6:** Once you have located and selected your document, click the **"Upload"** button. Click **"Done."**

**STEP 7:** You can now click on the [view link](#) to preview the attachment you uploaded to confirm it is the correct one. If it is incorrect, you can use the **"-"** button to delete the attachment and repeat steps four through seven to attach the correct one.

**STEP 8:** To upload additional documents, click the **"+"** button and repeat steps four through seven.

**STEP 9:** Once you have confirmed you have added all the files for the particular To Do List item, click on the **"Save Uploaded File"** button to submit the documents to our office. If you do not click this button, the attachments will **not** be uploaded or accessible to our office.

**STEP 10:** If you have other documents to upload, return to the **"Task"** tile To Do List and repeat the process under the appropriate To Do List items.

