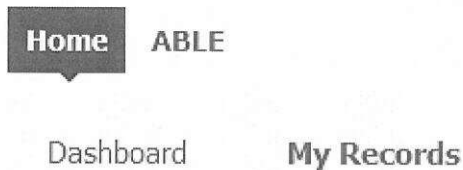


How to upload a document to either my application record or my license number

1. Login to your online account, then click on the Home tab
2. Click the heading below called My Records.



3. Click on either your application record number or your license number (For example: EMPA-24-000003 is an application record or EMP-24-000002 is a license number)
4. Click the box that says Record Info and then click the down arrow.
5. Click on Attachments from the dropdown list.



6. Click the Add button to upload your PDF document.

Attachment

*You must click on the SAVE button at the bottom to display the uploaded documents

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;ms are disallowed file types to upload.

<

| Name | Type | Size | Latest Update | Action |
|------|------|------|---------------|--------|
|------|------|------|---------------|--------|

No records found.

Add