

How to Upload Your Summer Staff Contract

To upload your Summer Staff Contract, you must take the following steps:

1. Download your offered Staff Contract from a previous email and save to your computer.
2. Open the Staff Contract document; insert name at the top, sign at the bottom, and Save As "name.pdf" to your computer. **MUST SAVE AS A PDF** document!
3. Log into your online account.
4. Access the Additional Options menu.
5. Select Document Center.
6. In the Document Center, locate the desired document and click the upload icon to the right of it.
7. Choose a file from the client computer to upload.
8. Click the Upload Document button.