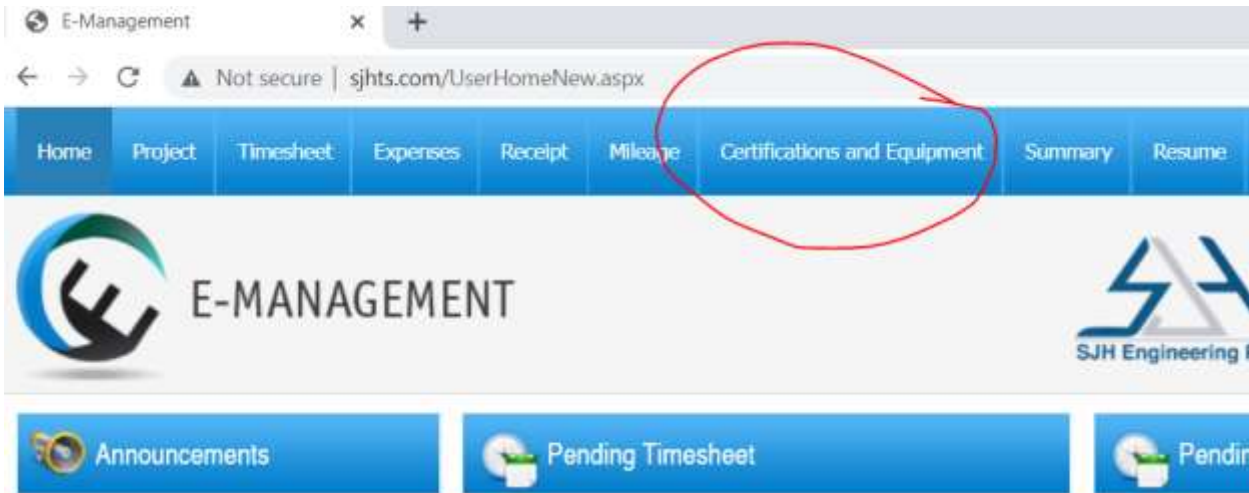
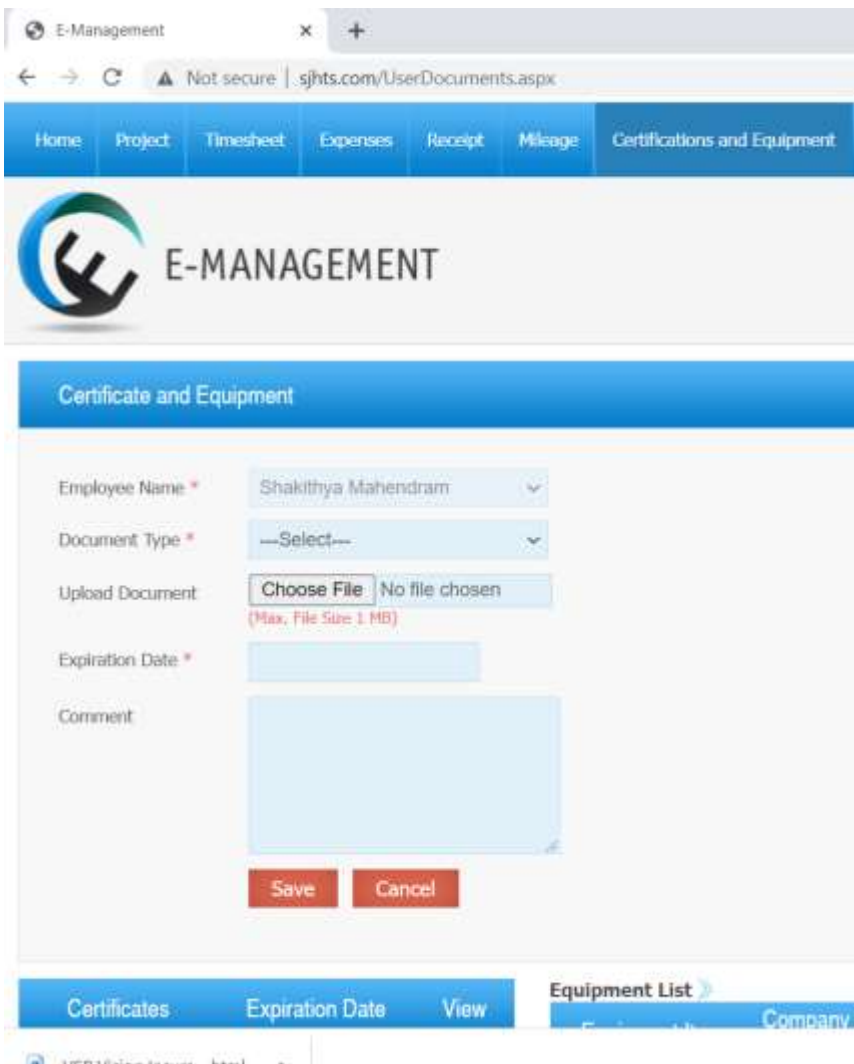


## A guide on how to Upload Employee Certificates/licenses/IDs to E-Management.

Step 1: Select the 'Certifications and Equipment' tab at the top of your E-Management Home Page.



Step 2: Upload your document (continued on pg. 2)

A screenshot of the E-Management 'Certificate and Equipment' upload form. The browser's address bar shows 'sjhts.com/UserDocuments.aspx'. The navigation menu is the same as in the previous screenshot. The form is titled 'Certificate and Equipment' and contains the following fields:

- Employee Name: A dropdown menu with 'Shakithya Mahendram' selected.
- Document Type: A dropdown menu with '---Select---' selected.
- Upload Document: A 'Choose File' button next to 'No file chosen' text. Below it, a red note says '(Max. File Size 1 MB)'.
- Expiration Date: A date input field.
- Comment: A large text area for entering a comment.

At the bottom of the form are 'Save' and 'Cancel' buttons. Below the form is a blue navigation bar with 'Certificates', 'Expiration Date', 'View', and 'Equipment List' tabs. The 'Equipment List' tab is currently active.

*Select document type, upload document, enter expiration date if available and hit the save button. Comments are optional.*

- *Only documents uploaded in pdf format will be accepted*
- *size of the pdf must be 1MB/1000KB or below.*
- *If an expiry date does not apply (ex. Bachelors degree, SSN, some training certs, etc.) then you may input "12/31/2099" in the expiration field.*
- *If the document type that you're looking for is not available, contact the company administrator.*

*Employees may only use the 'certification and equipment' uploading feature to upload any type of training certificate(s) and/or license(s) related to the field, degree(s), personal IDs including SSN, driver's licenses, passport and work authorization documents. Select the 'document type' list for a full list of all the possible types of documents or contact company administrator if you are unsure.*

*Thank you.*

*SJH Engineering, P.C.*