

## **Adding an Attachment**

1. Click the My Career Tools link to add an attachment
2. Click the Add Attachment link to upload a document as an attachment.
3. Click the Attachment Type drop-down menu and choose Resume Attachment from the list.
4. Enter Resume into the Attachment Purpose field.
5. Click the Add Attachment link
6. Click Browse to find the location of the file/attachment.
7. Click on the file name and click Open
8. Click Upload
9. Click Save & Return to successfully complete the loading of your attachment.