



My Health Documents **WHERE IN READYSET**

READYSET provides the ability for Workers to manage documents from their My Health Portal.

- To Begin:**
- Participant logs into their **My Health Account**
 - Click on the **Documents** option (left hand menu)
 - Click **Upload Document**

- Add a Document:**
- Click the **Select a File** button on the Document to Upload. Find your document/picture on your computer or phone and select
 - Enter a **Descriptive Name** for the file (i.e. Sam's Immunization Record) (Note the *Help* button for example)
 - Select the **Document Type** by clicking the drop down (Note the *Help* button for example)
 - Enter an **Upload Comment** if needed
 - Click **Upload, You're Done!**

- Delete a Document:**
- Check the box next to the document and then click **Delete Selected.**

View Document Details by clicking the icon.

View Document by clicking the icon.

Have your document or picture to upload available on your PC or **Phone!**

