My Health Documents	WHERE IN READYSET

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

To Begin:

1. Participant logs into **ReadySet**. Click here for log-in instructions.
2. Click on the **Documents** option (left-hand menu).
3. Click **Upload Document**.

Add a Document:

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

Delete a Document:

9. 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*!