If you have submitted a document in error, or if you have identified a document category incorrectly, you can edit or delete your worker documents after you have submitted them, at any time before the due date.

Steps to maintain your worker documents:

1. From your home screen, select the **Personal Information** Worklet.
2. Under **View** select the highlighted **More** item.
3. Then select the **Worker Documents** item.
4. The **Maintain My Worker Documents** report will run, displaying the worker documents that you have uploaded.

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For help contact Nicole Gilmore, 203-432-7363.
Steps to edit a Worker Document:

9. From the *Maintain My Worker Documents* report, click the *Edit* button for the document that needs to be replaced with an updated version.

10. Edit the **Document Category** to the correct selection.

   - Remember to leave the **Comment** field blank.

11. Click **OK**.

12. Click **Done**.