If you have submitted a document in error, or if you have identified a document category incorrectly, you can edit 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.

For help contact Sara Wilhelm, sara.wilhelm@yale.edu
Steps to delete and change an uploaded Document:

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

6. Click **OK**.

7. Click **Done**.

8. Click **Add**, and upload the updated or correct document, following the instructions on **Page 3**.