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 O’Bryan, sara.obryan@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](#).