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

Revised 11/19/2018
Steps to edit the Document Category for an uploaded Document:

6. From the *Maintain My Worker Documents* report, click the **Edit** button for the document that needs the Document Category selection changed.

7. Edit the **Document Category** to the correct selection.
   - Remember to leave the **Comment** field blank.

8. Click **OK**.

9. Click **Done**.