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.
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**.