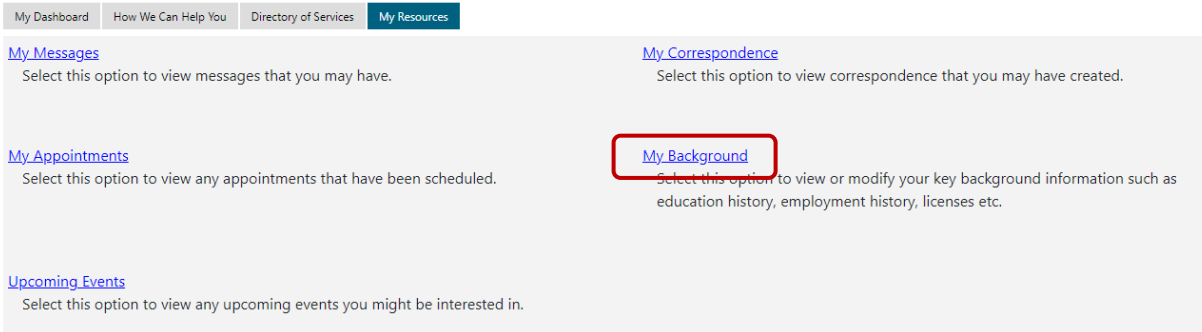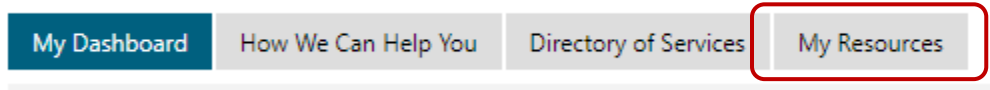# Uploading a Document into your NEworks Account
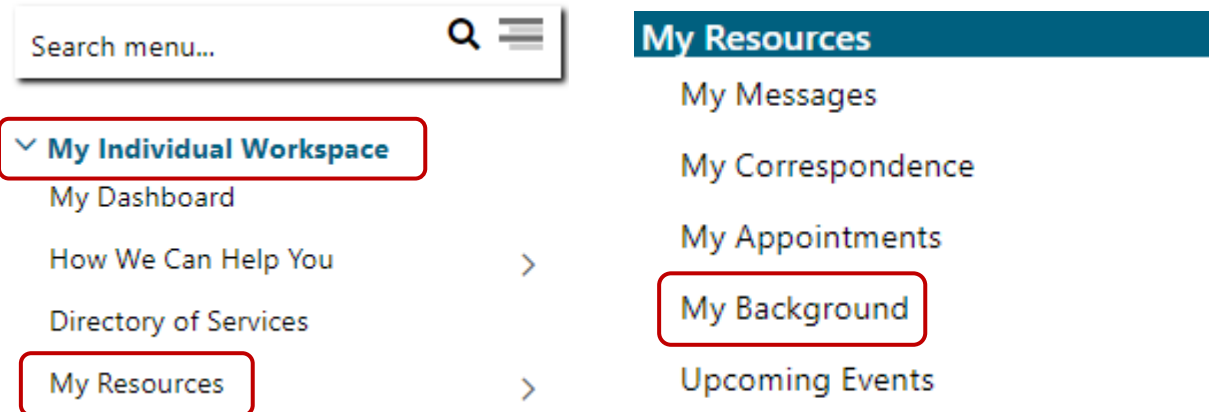
Step 1:

From your Dashboard, select the **"My Resources"** tab and select **"My Background"**
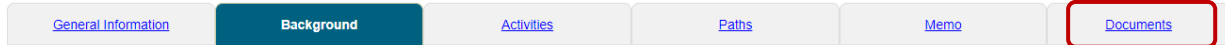

- OR -

Go to the Menu icon located at the top left corner of your screen, select **"My Individual Workspace"**, then **"My Resources"**, then **"My Background"**
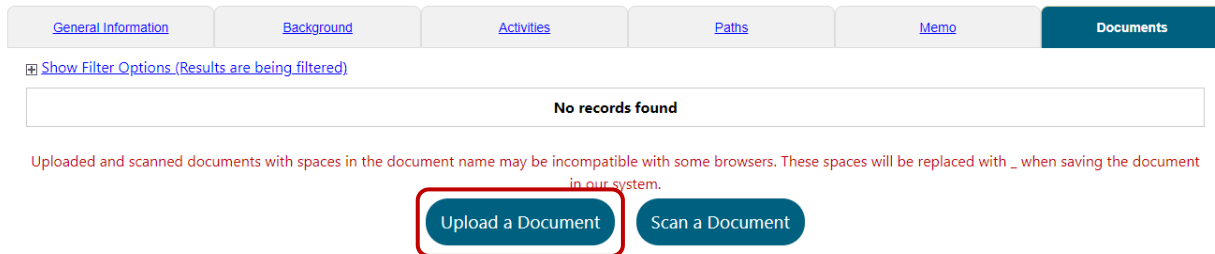
Step 2:

Towards the top of the screen in the link menu, select **"Documents"**

Step 3:

Scroll to the bottom of the document records and click on **"Upload a Document"**

Step 4:

You may select in the "**Document Description"** drop-down field the description that matches the document type you are uploading or you may choose to leave it as "None Selected." However, you are **required** to fill in the **"Document Tags,"** which is a brief description or keywords describing the document you are uploading. For example, "2019 Income Tax" or "Electric and Water Bill(s)." Once that entry has been completed you must next click **"Select File"** to select the document to upload from your computer hard drive or USB portable drive.   Finally, Click **"Save"** at the bottom of the screen when you are finished.