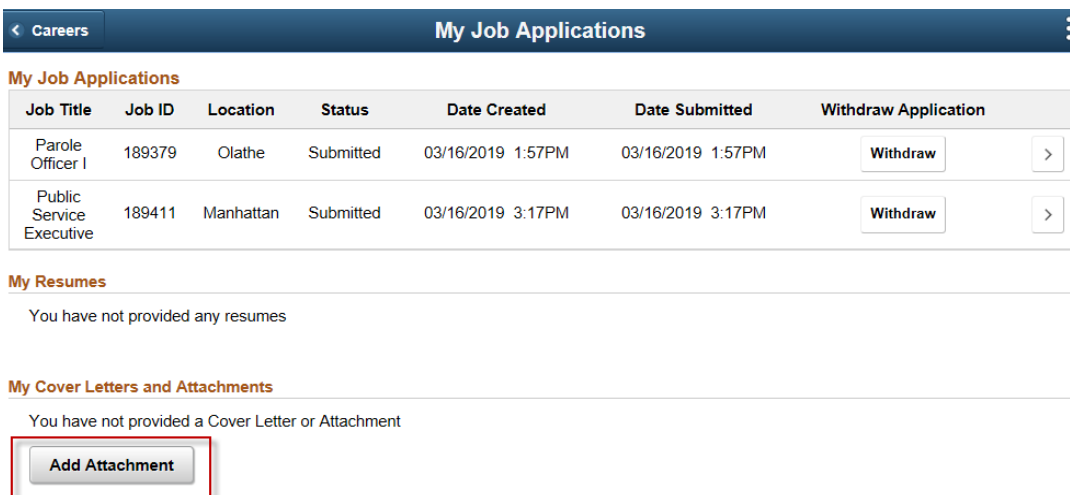# Upload Documents to Your State of Kansas Careers Profile

This job aid shows you how to upload documents to your profile in Careers.
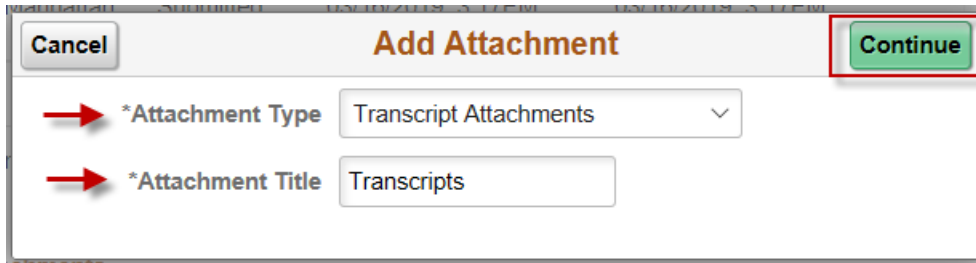
1. Access the State Employment Center Careers portal at: http://jobs.ks.gov
2. Click on the Careers button **Careers**
3. Sign In with your **User Name** and **Password**
4. Click on **My Job Applications**

5. Click **Add Attachment**

6. Select **Attachment Type**
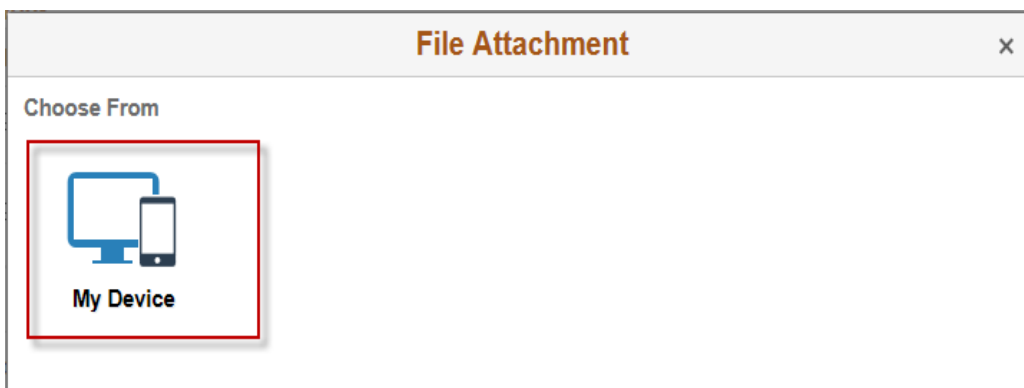7. Enter **Attachment Title**
8. Click **Continue**

TIP: You should also upload attachments such as Tax Clearance Certificates and DD214s to your profile. Any document you upload here will automatically attach to every job opening you apply for moving forward. We recommend uploading all cover letters and resumes unique to a specific job directly inside the job application. All other documents not specific to a job application should be uploaded here.
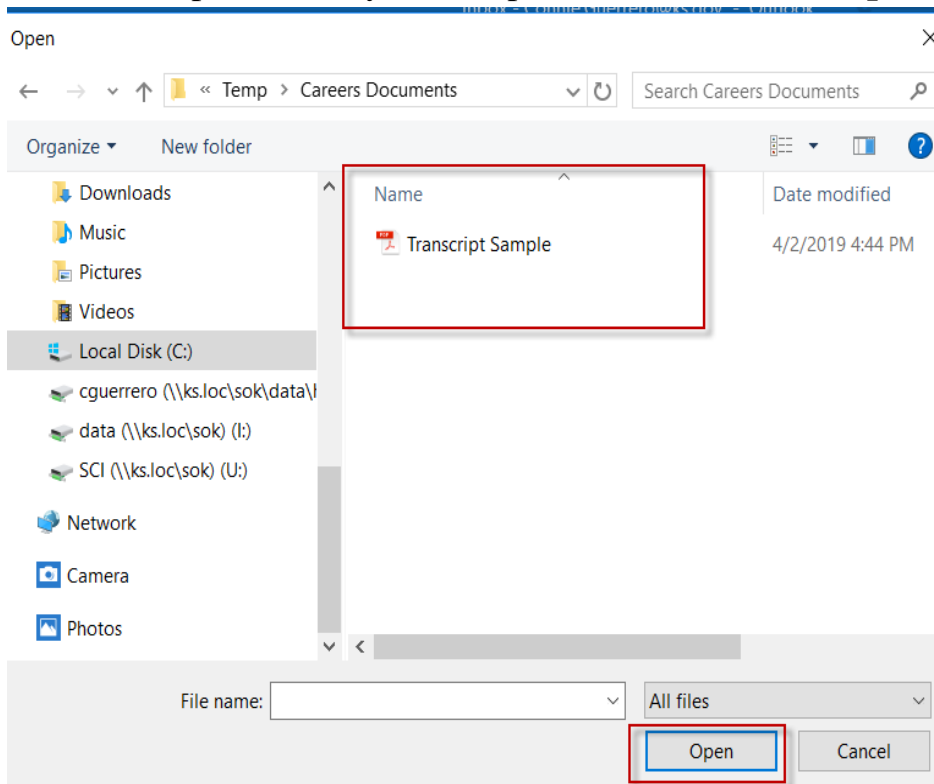
9. Click **My Device**

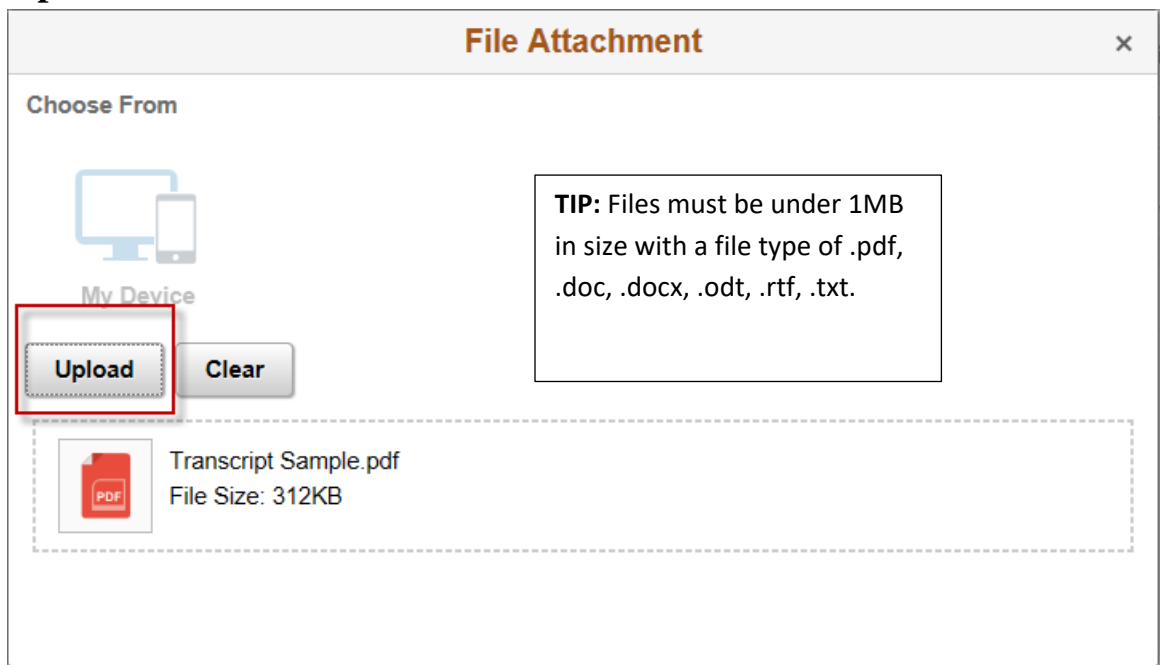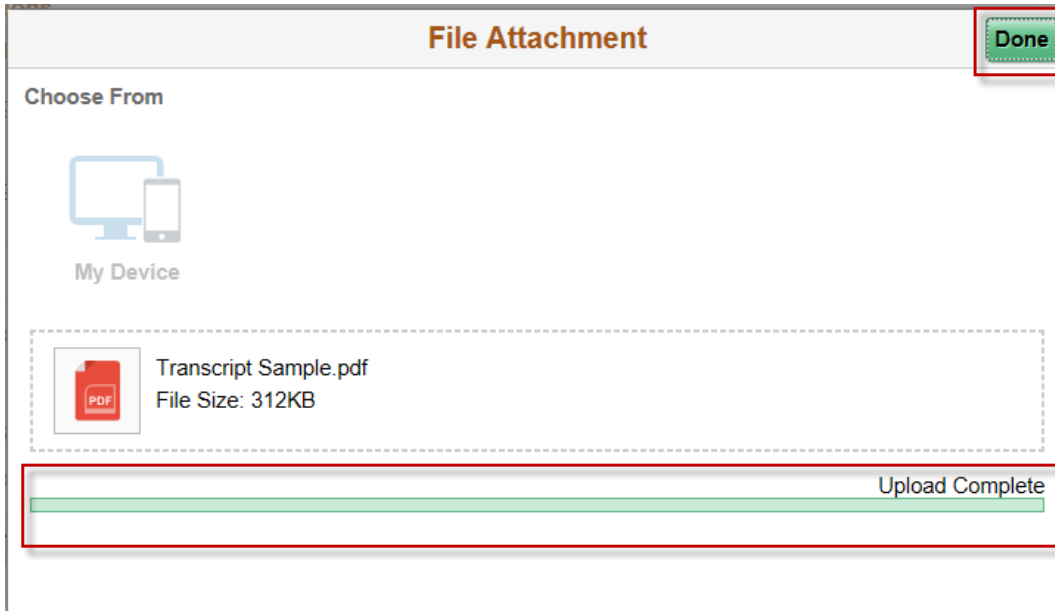## 10. Select the file to upload from your computer folder and click **Open**

11. Click **Upload**

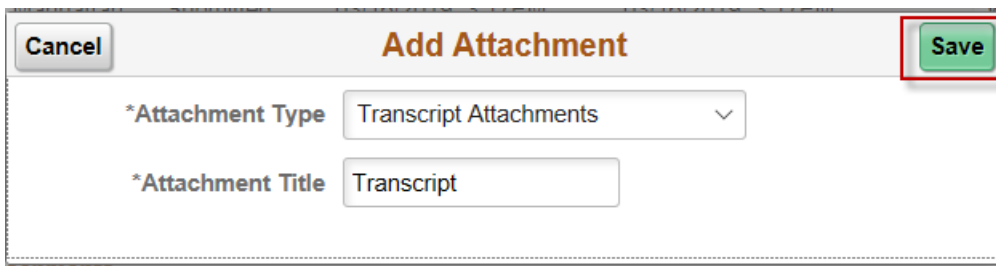TIP: Files must be under 1MB in size with a file type of .pdf, .doc, .docx, .odt, .rtf, .txt.

12. Click **Done** when upload is complete

13. Click **Save**

At this point, you receive a message saying the attachment has been added. The attachment is now uploaded to your profile in the **My Cover Letters and Attachments** section.