Uploading a document in Fermiworks

Please follow the instructions (5 steps total) below to upload a document into Fermiworks.

   a. Use the same username and password that you used previously to log in.
   b. If you have trouble logging in:
      i. Use the “Forgot Password” link, or
      ii. Call the Service Desk: 630-840-2345
2. Once logged in, click on “Personal Information.” Refer to the screenshot below.

![Personal Information Screenshot](image1.png)

3. Next click on “Worker Documents.” Refer to the screenshot below.

![Worker Documents Screenshot](image2.png)

4. Select “Add” and choose “ID Verification” for the document category for each of the documents you upload.

![Add Document Screenshot](image3.png)

5. Alert the FNAP office (FNAP-Request@fnal.gov) when you have completed these steps.