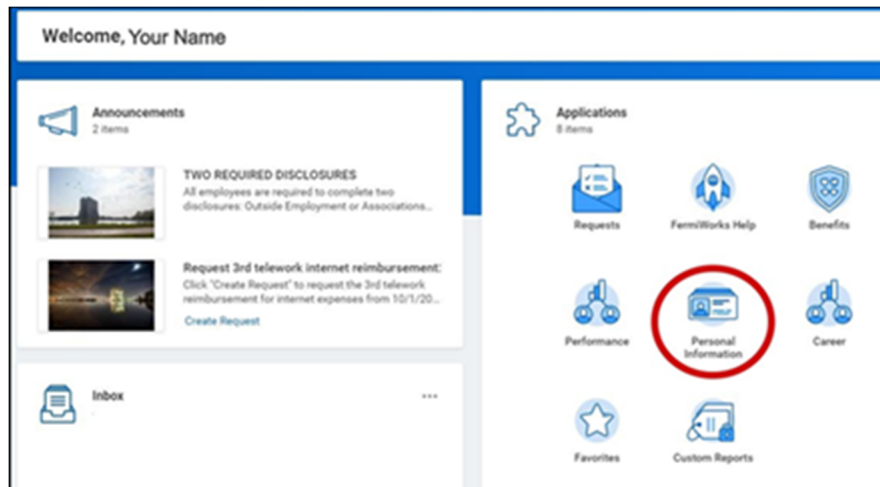


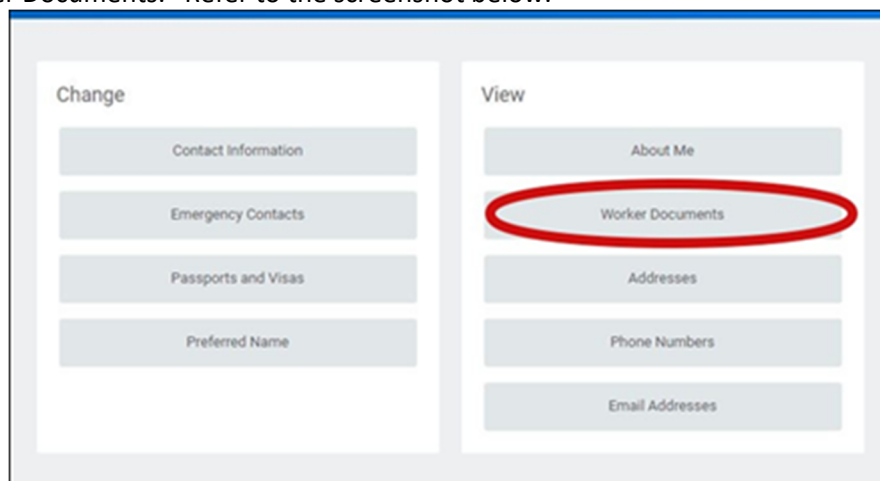
## Uploading a document in Fermiworks

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

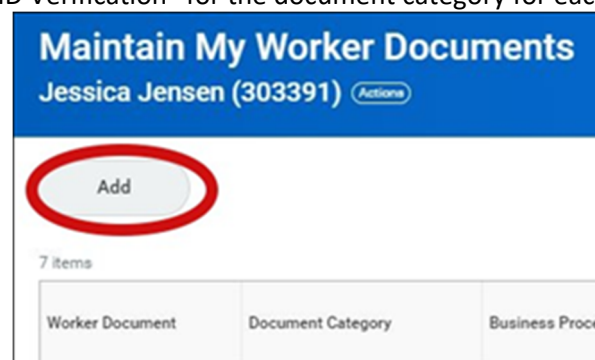
1. Log into Fermiworks: <https://wd5.myworkday.com/wday/authgwy/fermilab/login.html>
  - a. Use the same username and password that you used previously to log in.
  - b. If you have trouble logging in:
    - i. Use the “Forgot Password” link, or
    - ii. Call the Service Desk: 630-840-2345
2. Once logged in, click on “Personal Information.” Refer to the screenshot below.



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



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



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