**Uploading Documents to InPlace**

1. **Log Into your InPlace account**
2. **Locate the placement you need to upload to on your homepage and click the word “Detail” next to the name of company:**

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1. **Scroll down the page that appears to find the “UPLOAD” section and click on the subheading you want to upload to:**

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1. **Add today’s date to the date box: **
2. **Click “Choose File” and find the file you want to add**
3. **CLICK “UPLOAD”**

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1. **CLICK “SAVE” **

**TIP: You can only upload one file in each section. If you are taking photos of your documents, paste the photos into a Word document and upload the single Word file instead.**