Document Collection - [https://doccollect.rochesterworks.org](https://doccollect.rochesterworks.org)

1. Click on “Don’t have an account? Sign up!”

2. Enter: First Name; Last Name; Email and create a **Username:**
3. Select Program – Youth Employment from drop down menu
4. Client or Staff: Choose Client.

5. Confirmation; Please check email for the next steps.
6. Check your email; Remember to check the SPAM folder.

If it is in the SPAM folder, allow the message to be viewed.

Click on Not Spam.
7. Go back to Inbox and open the message.

   Click to verify account

8. Follow directions to setup account:

   Enter Password twice
9. Create Security Questions:

10. Upload Documents:
   Click upload and then choose your file.

Log Out:
11. Log In:

Remember to use the username created and not the email address:

![Login Screen](image)

12. Email reminder to upload documents:

![Email Reminder](image)