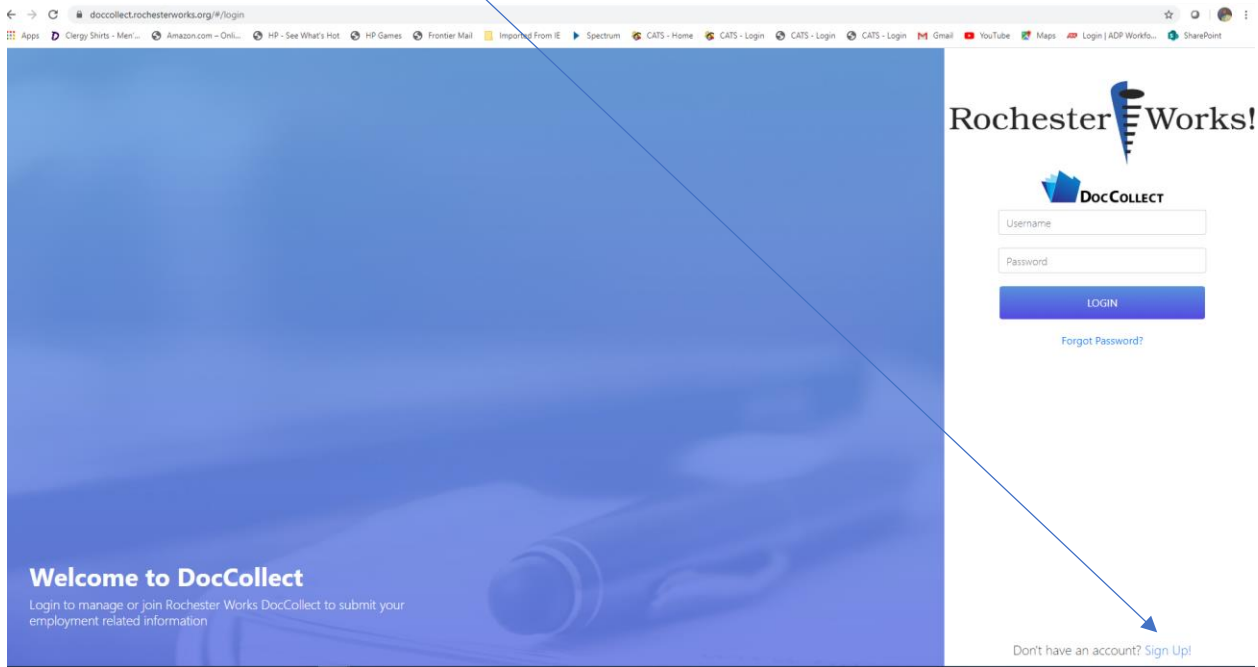
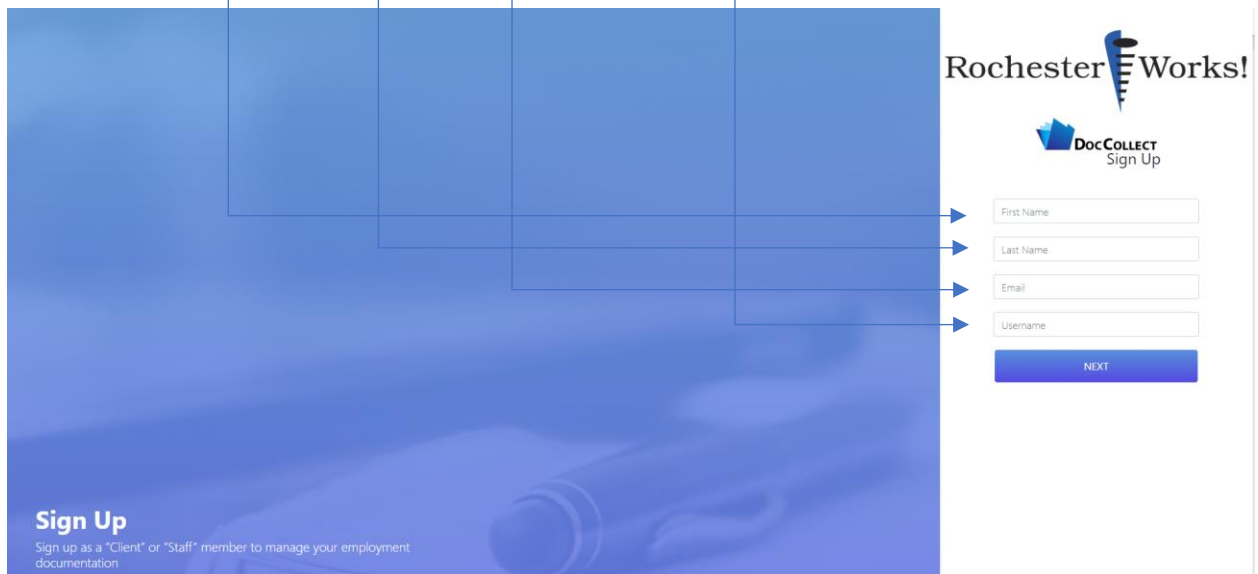


Document Collection - <https://doccollect.rochesterworks.org>

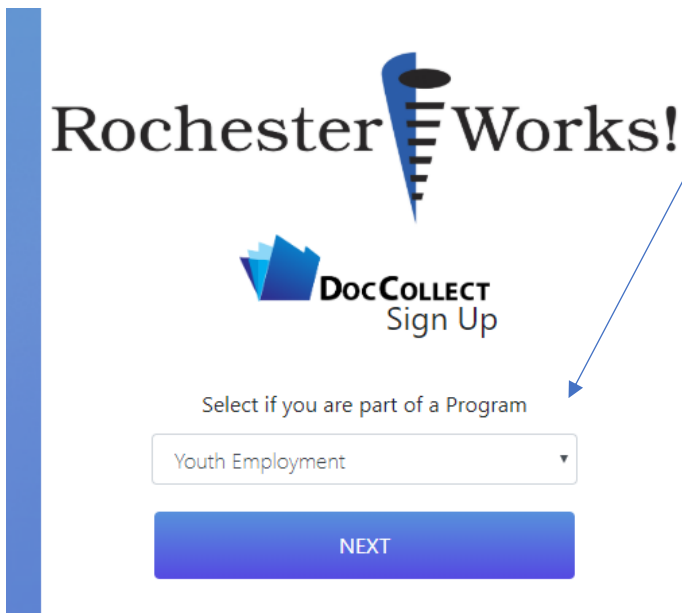
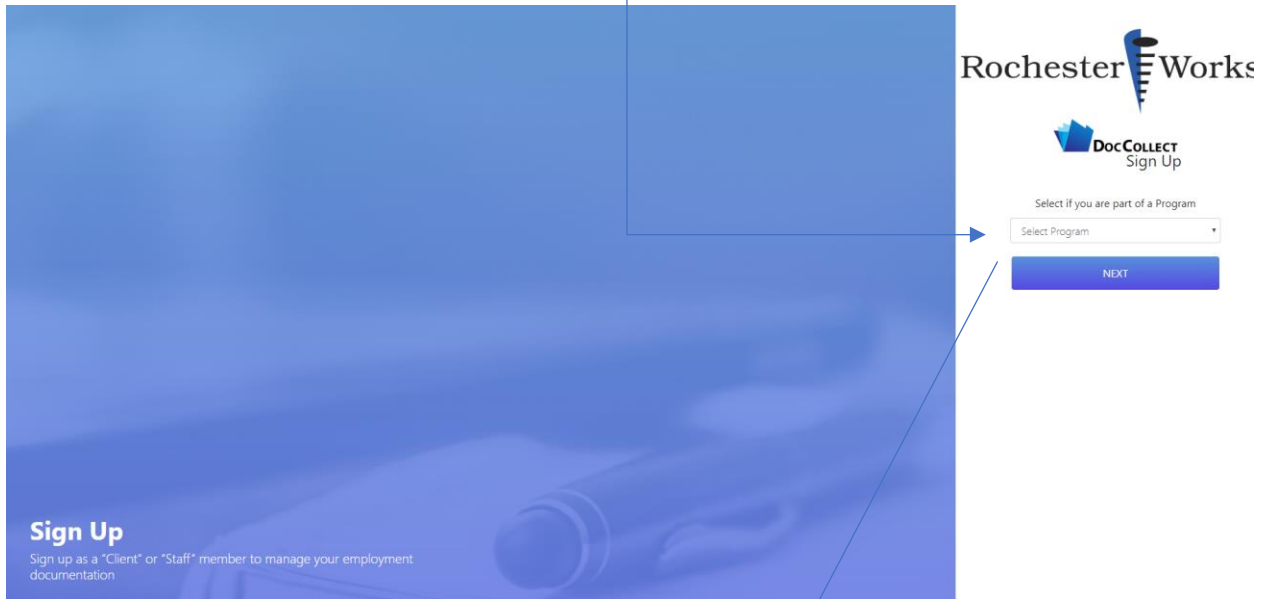
1. Click on “Don’t have an account? Sign up!”



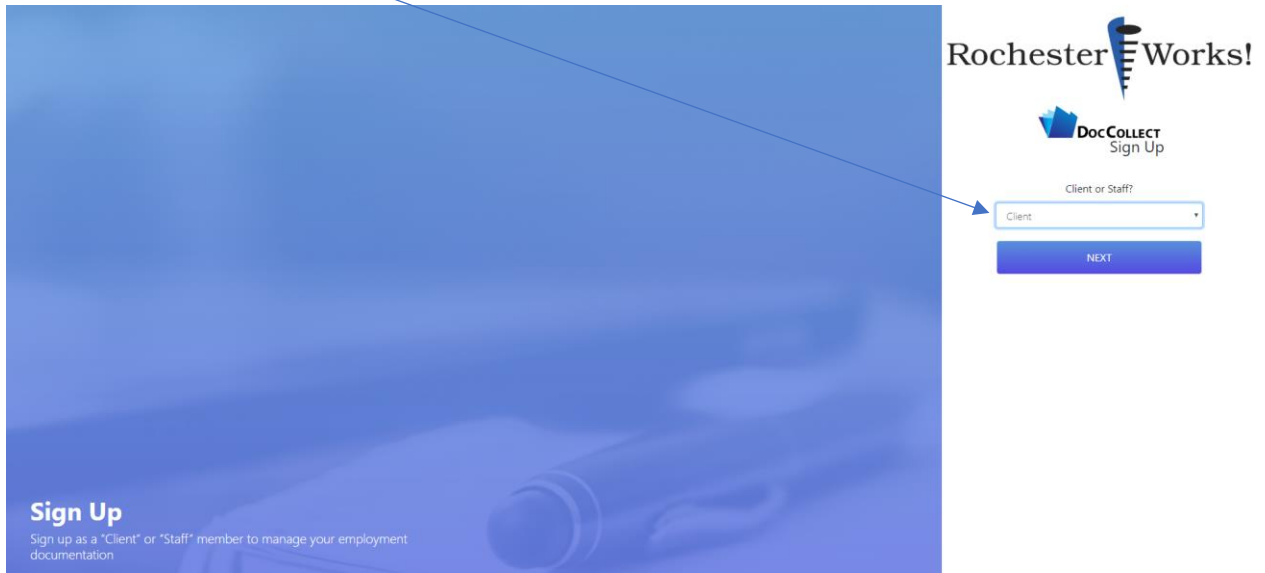
2. Enter: First Name; Last Name; Email and create a **Username:**



3. Select Program – Youth Employment from drop down menu

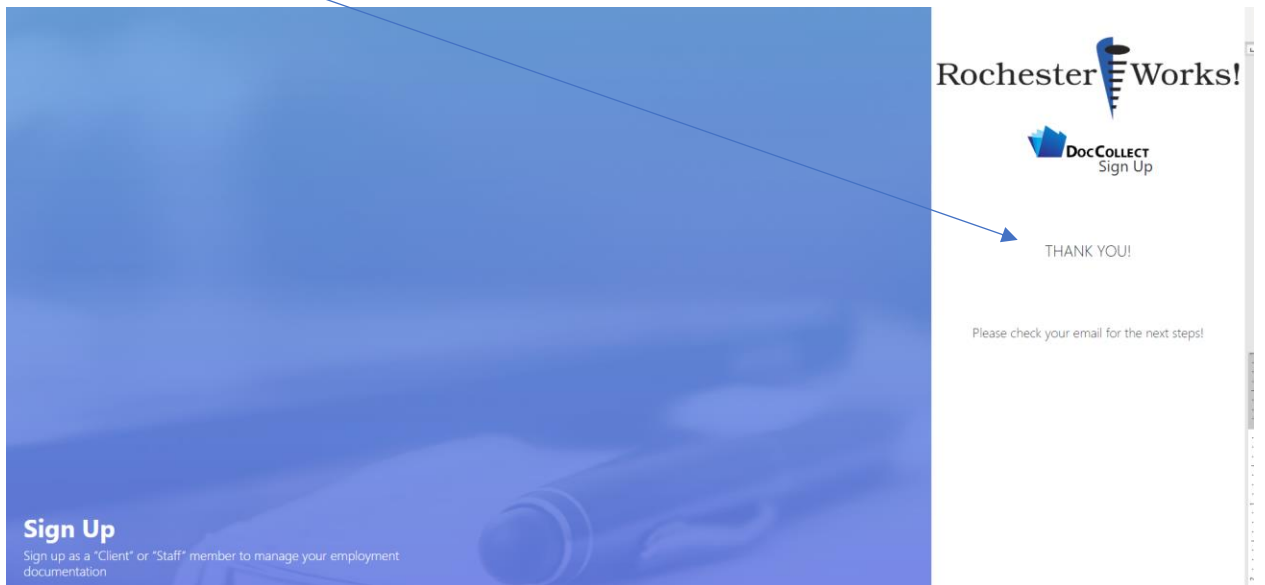


4. Client or Staff: Choose Client.



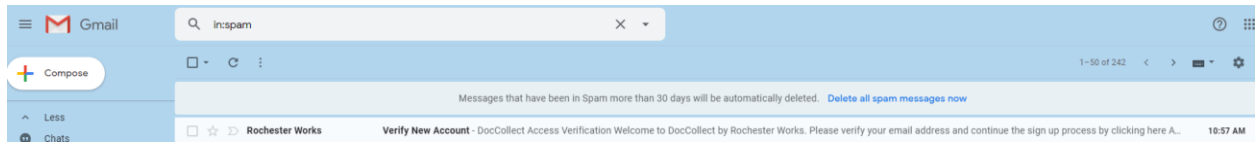
The screenshot shows the 'DocCollect Sign Up' page. At the top right, the 'Rochester Works!' logo is displayed. Below it is the 'DocCollect Sign Up' logo. A dropdown menu labeled 'Client or Staff?' is open, showing 'Client' as the selected option. A blue 'NEXT' button is located below the dropdown. In the bottom left corner, the text reads 'Sign Up' followed by 'Sign up as a "Client" or "Staff" member to manage your employment documentation'. A blue arrow points from the text '4. Client or Staff: Choose Client.' to the dropdown menu.

5. Confirmation; Please check email for the next steps.

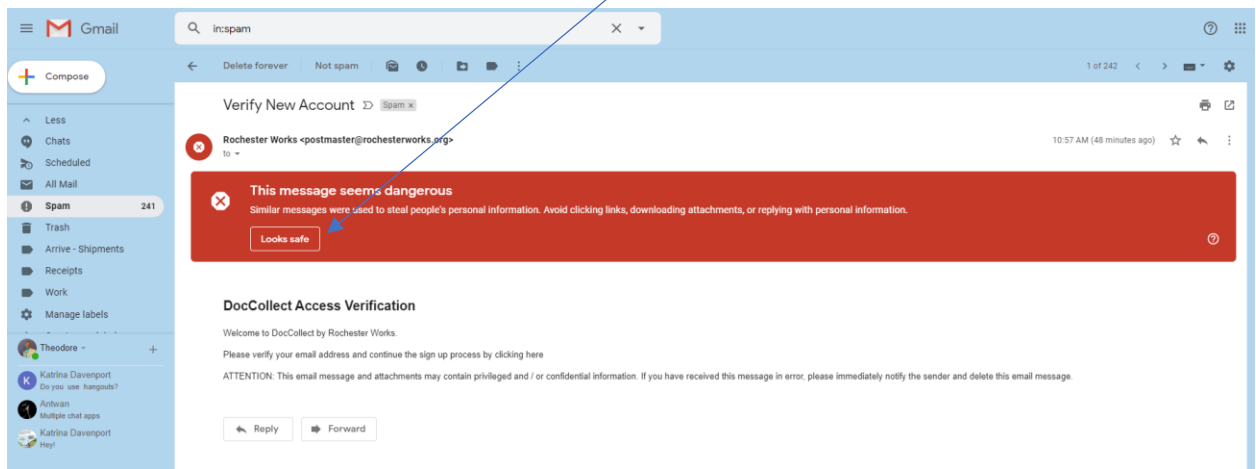


The screenshot shows the 'DocCollect Sign Up' page after the sign-up process. The 'Rochester Works!' logo is at the top right, followed by the 'DocCollect Sign Up' logo. The text 'THANK YOU!' is centered on the page. Below it, the text reads 'Please check your email for the next steps!'. In the bottom left corner, the text reads 'Sign Up' followed by 'Sign up as a "Client" or "Staff" member to manage your employment documentation'. A blue arrow points from the text '5. Confirmation; Please check email for the next steps.' to the 'THANK YOU!' message.

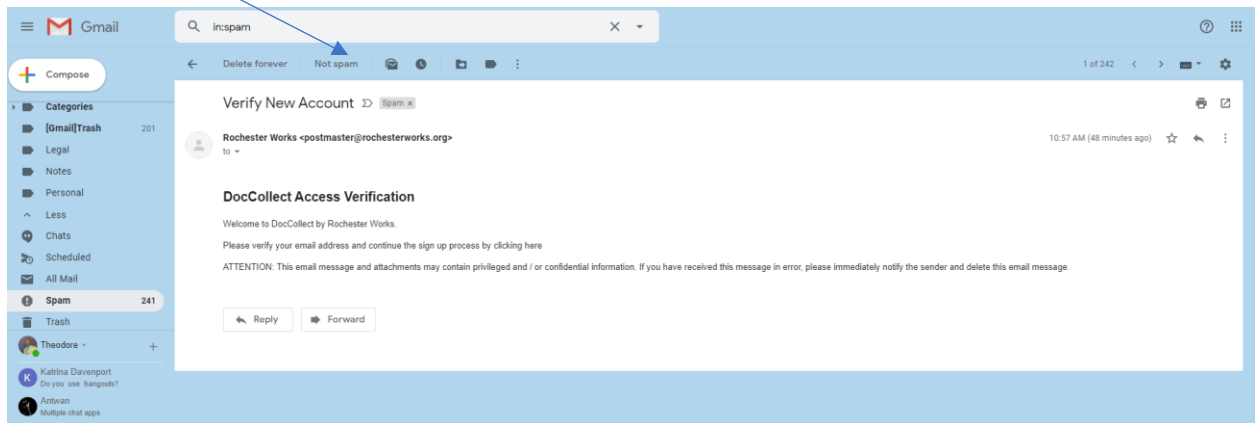
## 6. Check your email; Remember to check the SPAM folder



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

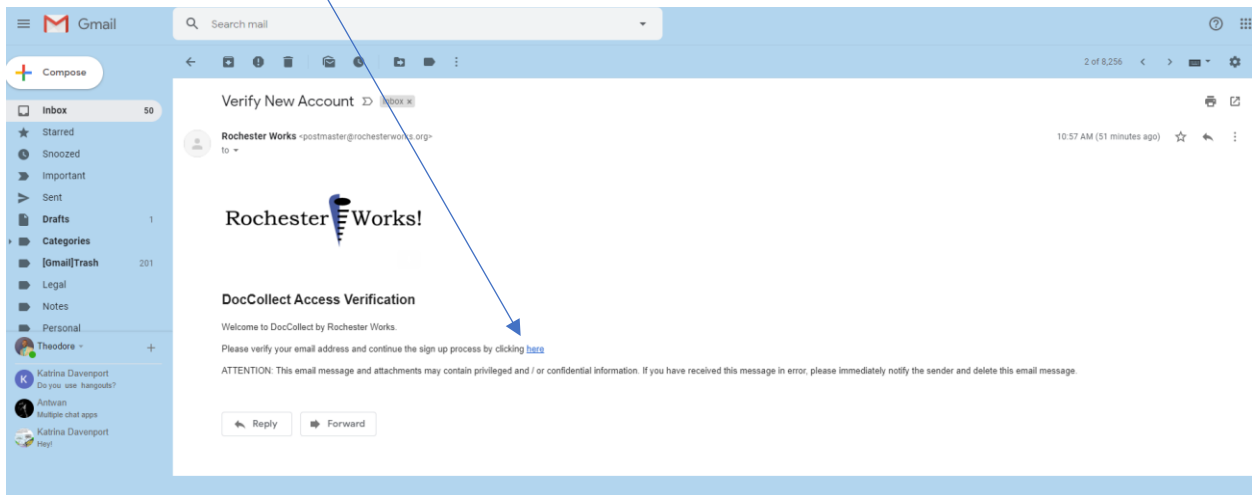


Click on Not Spam



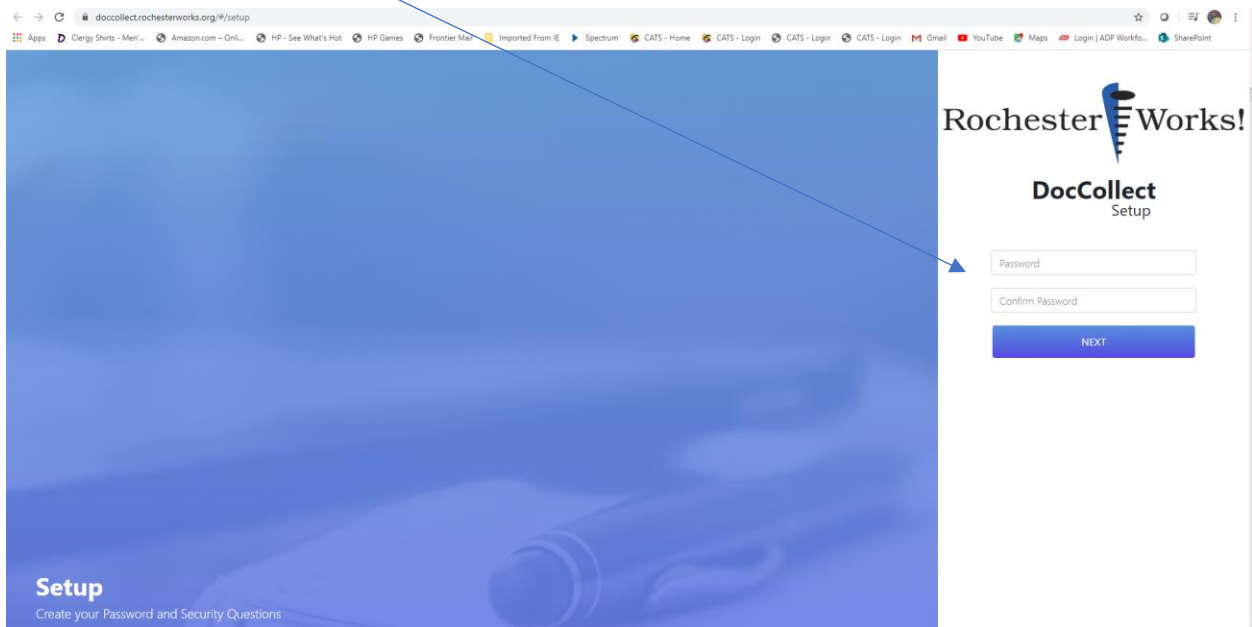
7. Go back to Inbox and open the message.

Click to verify account



8. Follow directions to setup account:

Enter Password twice



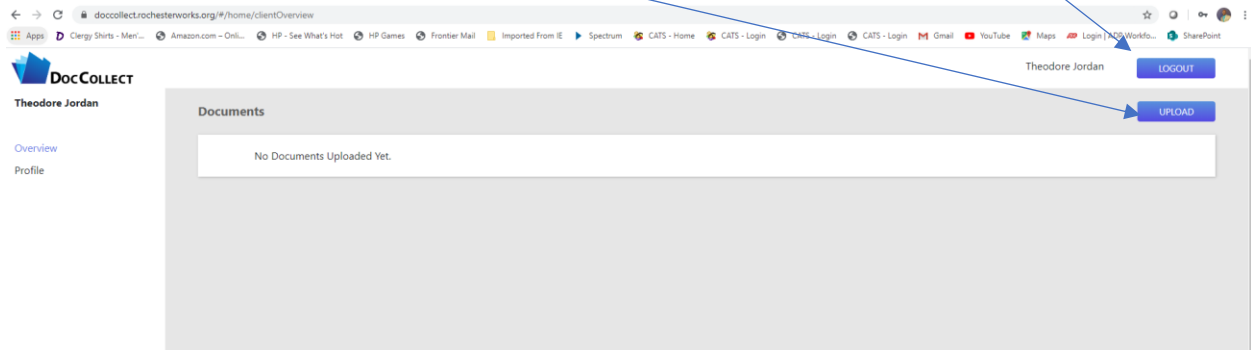
9. Create Security Questions:



10. Upload Documents:

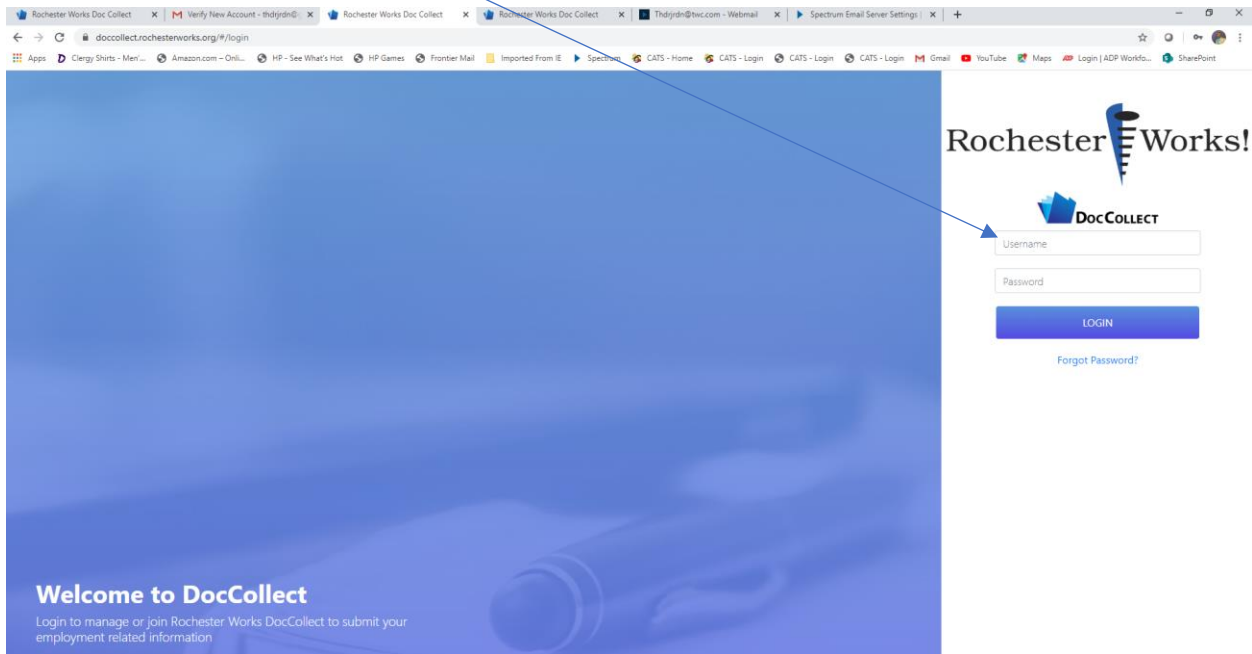
Click upload and then choose your file.

Log Out:



## 11. Log In:

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



## 12. Email reminder to upload documents:

