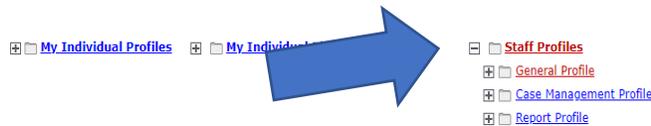# Uploading a Copy of the Participant Application

A copy of the participant application must be uploaded to AlaskaJobs. To upload a copy of the application, please follow the steps below.

1. Click on the plus (+) sign next to Staff Profiles (you may have to scroll to the top of the screen to find this.)

2. Click the plus (+) sign next to General Profile

3. Click on Documents (Staff)
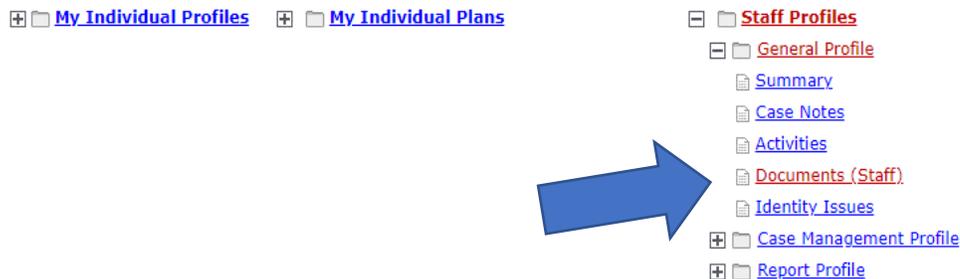
4. Click Add a Document

5. Next, select STEP under Program.
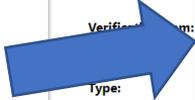
6. Scroll down to document Tags and enter "STEP FYXX Application" (enter the fiscal year for XX. For example, STEP FY23)

Document Information

Document Description:	None Selected ▾
* Document Tags: Keywords that will be indexed with	Do not enter Personal Identifiable Information (PII) into this field.
User Accessible:	○ Yes ◉ No
Date Received:	📅
	If left blank, today's date will be used.
Document Expires:	☐

Attach Document

[ ]   Select File

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

Save   Cancel

7. Scroll down to Attach File and click "Select File."
8. Navigate to the participant's application
9. Click Save