

# Adding Attachments to Your NEOGOV™ Application.

The first step is to add supplemental attachments is to click on add supplemental attachment.

Correctional Captain

Job Details Apply

Profile

Info

Work (5)

Education (1)

Additional

References (4)

Attachments

## Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

+ Add supplemental attachment

Click Here

\* Required attachments must be provided before submission

Next



Next select the type of document you are going to attach to your application.

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Attachments

Questions

## Attachments

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Choose attachment type

- Cover Letter
- License
- Other
- References
- Resume
- Transcripts

+ Add supplemental attachment

\* Required attachments must be provided before submission

Next

If you have uploaded attachments previously click here first to see if NEOGOV™ remembers the document in the recent documents feature.

Correctional Captain

Job Details Apply

Profile

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Work (5)

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... Additional

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Attachments

Questions

## Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

### Transcripts

You can click upload button or drag and drop a file into this box to start uploading

Upload  Click Here

+ Add supplemental attachment

\* Required attachments must be provided before submission

Next



You will now see a drop down list. Look for the document you want to attach to your application. Note the Scroll Bar on the right side to view more documents.

## Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

### Transcripts

You can click upload button or drag and drop a file into this box to start uploading

Upload  Note Scroll Bar

- Sample Degree.pdf
- hr\_org\_chart.pdf
- Release\_Online\_Form.docx
- DMV\_CH\_Online\_Form.docx
- CO\_Supp\_Online\_Form.docx

+ Add supplemental attachment

\* Required attachments must be provided before submission

Next

NEOGOV™ may not be able to find the attachment from history. You can try again but you will most likely you will need to upload the attachment from your files again. Click Go Back to start over.

The screenshot shows the 'Attachments' section of a user profile for 'Correctional Captain'. The left sidebar contains menu items: Profile, Info, Work (5), Education (1), Additional, References (4), and Attachments. The main content area is titled 'Attachments' and lists supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp. Below this, there is an 'Other' section with a message box that says 'Could not select attachment from history. Please try again.' and a 'Go back' button. At the bottom, there is a '+ Add supplemental attachment' button, a note '\* Required attachments must be provided before submission', and a 'Next' button.



Click on Upload. This will start the process of uploading your attachments from your files. A window will open and you will select where the file is that you want to upload.

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp.

This screenshot is similar to the one above, but the 'Upload' button in the 'Other' section is highlighted with a green box, and the text 'Click Here' is written in green below it. The rest of the page layout, including the sidebar, supported file types, and 'Next' button, remains the same.

Repeat this step over and over until all the attachments you want to be submitted with this application are listed as shown below. Only the attachments listed on your screen will be connected with this application.

Job Details Apply

Profile

Info

Work (5)

Education (1)

... Additional

References (4)

Attachments (2)

Questions

## Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

**Other**

DD214.doc

**Transcripts**

Sample Degree.pdf

+ Add supplemental attachment

Click Here



When you are done attaching documents to you application click on next.

## Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, rtf, txt, wpd, wp, bmp

**Other**

DD214.doc

**Transcripts**

Sample Degree.pdf

+ Add supplemental attachment

Click Here

Next

*\* Required attachments must be provided before submission*