Intensive Training Policy 26 – Procedure for Using the Uploaded Documentation Function in DJL

Prior to scanning the document make sure a Folder has been created in order to be able to save the document after the scanning is completed.

Scan the document

Once you scan the document you will be prompted to select the method in which to save the document.

Select – Scan to Folder

Create File Name – when creating the File Name use the individual’s Last Name, First Initial and Document Type. For Example: Smith, T, Driver’s License

The procedure to upload documents in DJL is as follows:

Go to Universal Screen

Scroll down to Uploaded Documentation

Click Add New Document

Select Documentation Item through the drop down box

Select Universal for Documentation Item Type

Click Continue

Select Eligibility for Type of Document

Click Continue

Check the Eligibility Criteria you are documenting (ex: Date of Birth)

Browse for scanned document

Click Finish

Effective Date: October 15, 2012