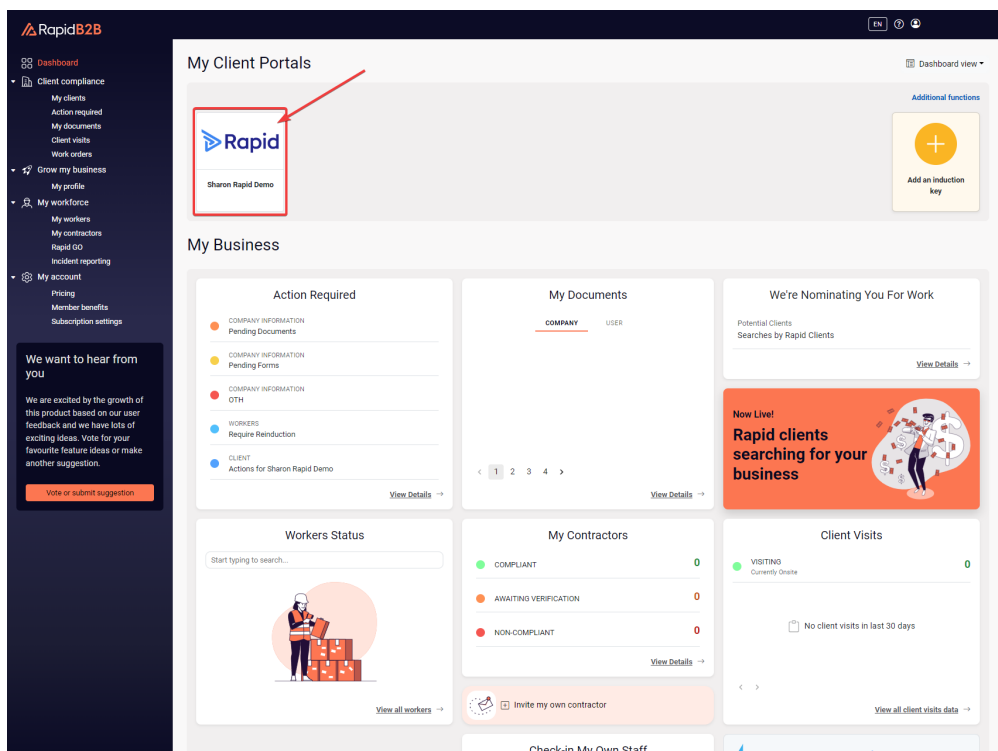


Can I upload documents on behalf of trainees / workers?

Trainees have the ability to upload documents within their trainee portal, however, some of Rapid's customers allow contracting company administrators to upload trainee / worker documents on their behalf. If you wish to upload documents on a worker's behalf, please see the instructions below to complete this.

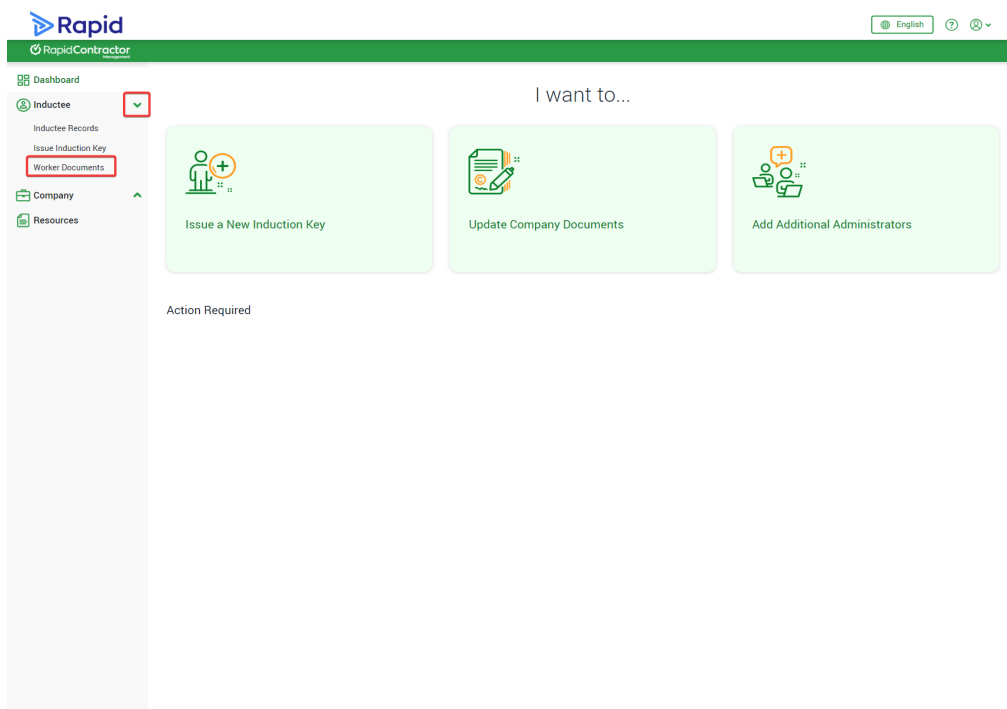
Uploading trainee documents from the contractor portal

1. Select the relevant client company under "My Client Portals":



Please note: If you cannot see the company listed you may have logged in with the wrong email/mobile. You need to log in with the alternate email/mobile you previously used to register your account.

2. Once logged into the portal, navigate to “**Inductee**” > “**Worker Documents**”:



Please note: Note all client companies allow this function. If you do not have this option, your workers can upload these documents from their trainee portal.

3. Select the person's name as well as the required document, and select "**Upload Document**":

