

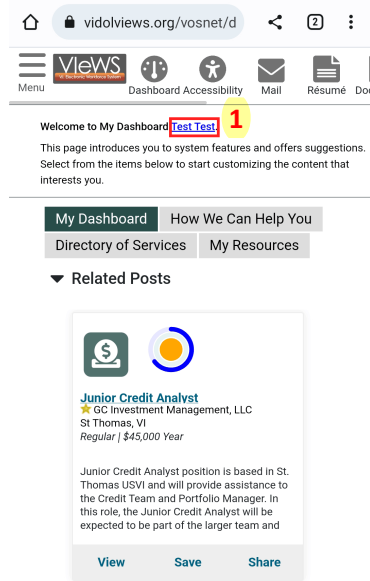
# HOW TO UPLOAD VERIFICATION DOCUMENTS INTO THE VIRGIN ISLANDS ELECTRONIC WORKFORCE SYSTEM (VIEWS)

Mobile Version

## STEP 1

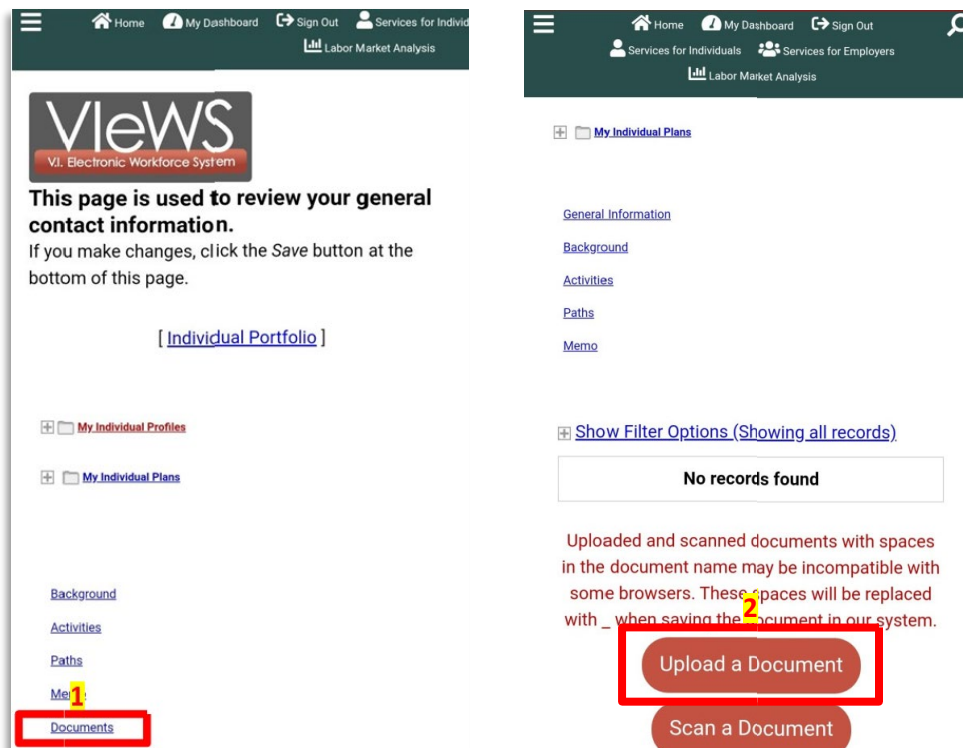
Upon logging into the VIEWS system, you will be taken to your dashboard.

Click on your “Name.”



## STEP 2

Click Documents, then click Upload a Document button.



### STEP 3

Select a **Document Description** and enter the **Document Tags**.  
Click **Choose File** to select your document.

The screenshot shows a web interface for document upload. At the top, there is a navigation bar with links for Home, My Dashboard, and Sign Out, along with user service options for Individuals and Employers, and a section for Labor Market Analysis. The main form area includes a 'Document Description' dropdown menu currently set to 'None Selected'. Below this is a 'Document Tags' section with a text area for entering keywords. The 'Attach Document' section features a 'Location' field with a 'Choose File' button and a 'No file chosen' status. A 'Supported File Format' link is also present. At the bottom of the form are 'Save' and 'Cancel' buttons. Three yellow callout boxes with numbers 1, 2, and 3 point to the 'Document Description' dropdown, the 'Document Tags' text area, and the 'Choose File' button, respectively.

Press **Save** and you're Done! 😊

