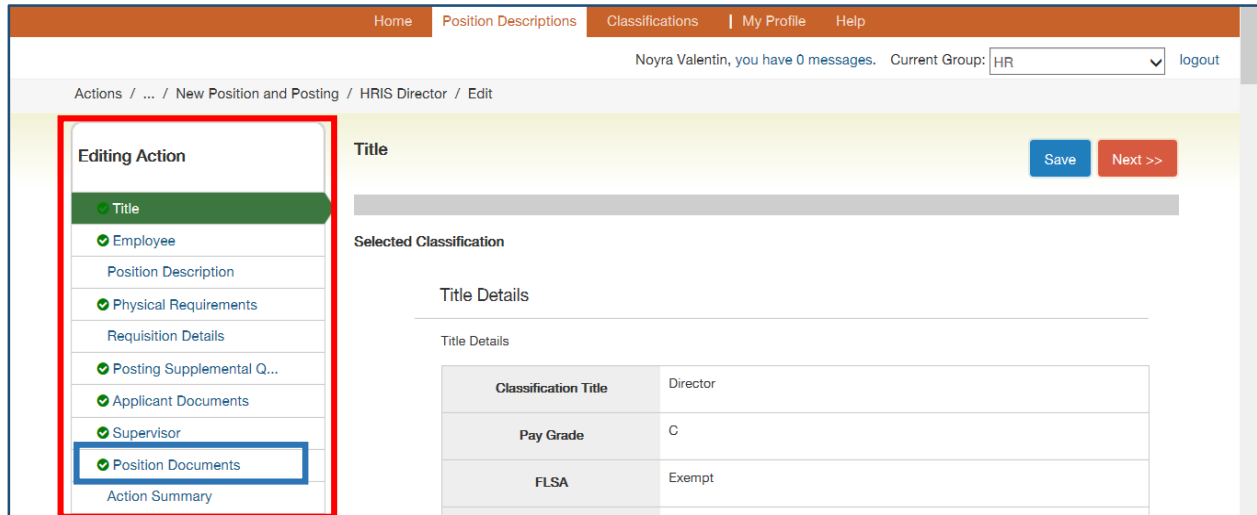
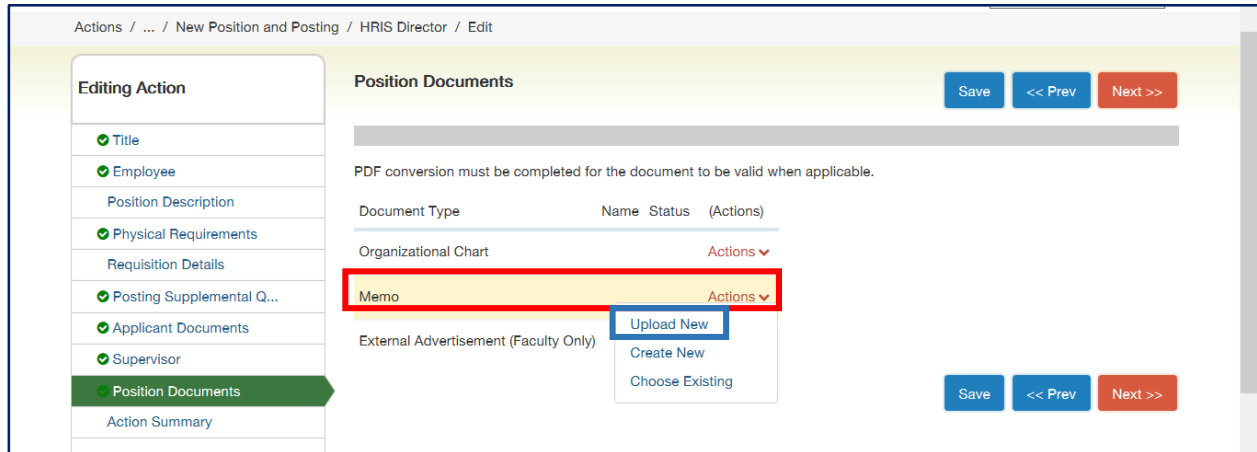


# PeopleAdmin – Attaching Approval Document

To attach an approval document in PeopleAdmin, once you have started your action (Create New Position Description or Modify Position for Posting) you will see the **'Editing Action'** left navigation bar. Select **'Position Documents'**.



You will then see the available Position Documents. Hover over the **'Actions'** link to the right of **'Memo'** and select **'Upload New'**.



Click the **'Browse'** button to select the document from your computer. You may choose to provide a name and description of the document. Click **'Submit'** to complete the upload.

