

Metro Atlanta

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## How to Upload Documents into the WorkSource Georgia Portal

# Step 4. Upload Completed documents to the Work Source Georgia Portal

## Step 1. Completed Applications Only

Upload documents to: [worksourcegaportal.com](https://worksourcegaportal.com)

### Completed Documents

**Completed Eligibility Checklist**  
Signed WIOA Eligibility Application  
**Signed Grievance and Complaint Policy**  
Georgia WorkSource Portal Registration

### Gathered Documents

**Citizenship and Employment Eligibility**  
AGE  
**Social Security Number**  
Residency  
**Selective Service (Males Only)**  
Dislocated Worker Status or  
Proof of Low-Income Status

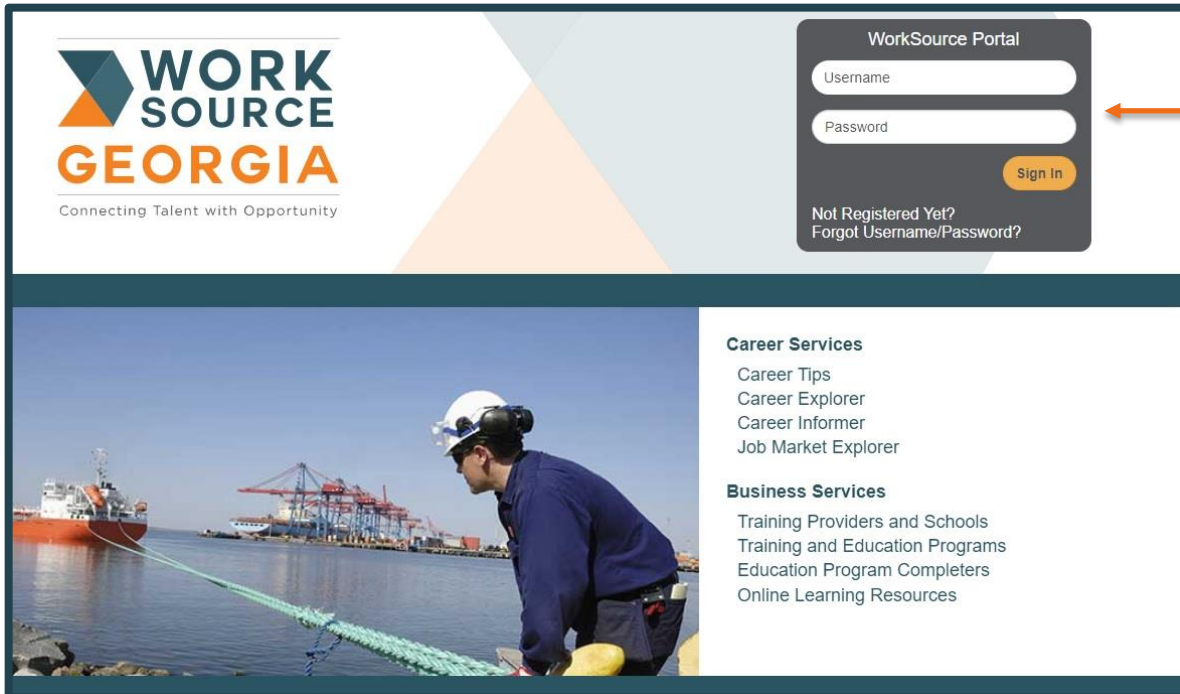
Reach out to your local career resource center to let us know your application is complete!



# How to Upload Documents: Computer/Device

➤ **Step 2: Log into the WorkSource Georgia Portal using your unique Username and Password.**

<https://www.worksourcegaportal.com/>



**WORK  
SOURCE  
GEORGIA**  
Connecting Talent with Opportunity

WorkSource Portal

Username

Password

Sign In

Not Registered Yet?  
Forgot Username/Password?

**Career Services**

- Career Tips
- Career Explorer
- Career Informer
- Job Market Explorer

**Business Services**

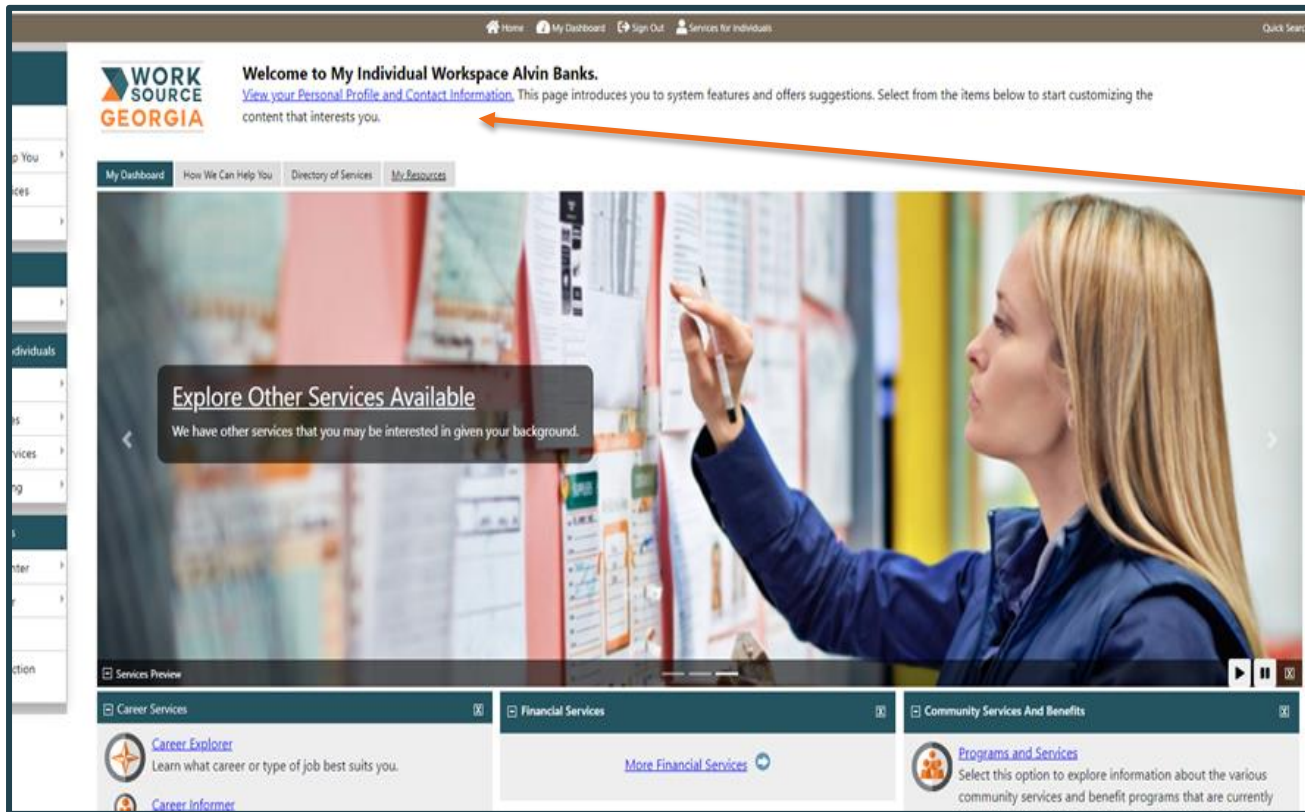
- Training Providers and Schools
- Training and Education Programs
- Education Program Completers
- Online Learning Resources

Input Username  
and Password  
and click  
“Sign In”



# How to Upload Documents: Computer/Device

## Step 3. Access your Personal Profile and Contact Information



Home My Dashboard Sign Out Services for Individuals Quick Search

**WORK SOURCE GEORGIA**

Welcome to My Individual Workspace Alvin Banks.  
[View your Personal Profile and Contact Information](#). This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

My Dashboard How We Can Help You Directory of Services My Resources

Explore Other Services Available  
We have other services that you may be interested in given your background.

Services Preview

Career Services Financial Services Community Services And Benefits

**Career Explorer**  
Learn what career or type of job best suits you.

**Career Informer**

**More Financial Services**

**Programs and Services**  
Select this option to explore information about the various community services and benefit programs that are currently

Step 3. Click the link that states "View Your Personal Profile and Contact Information".



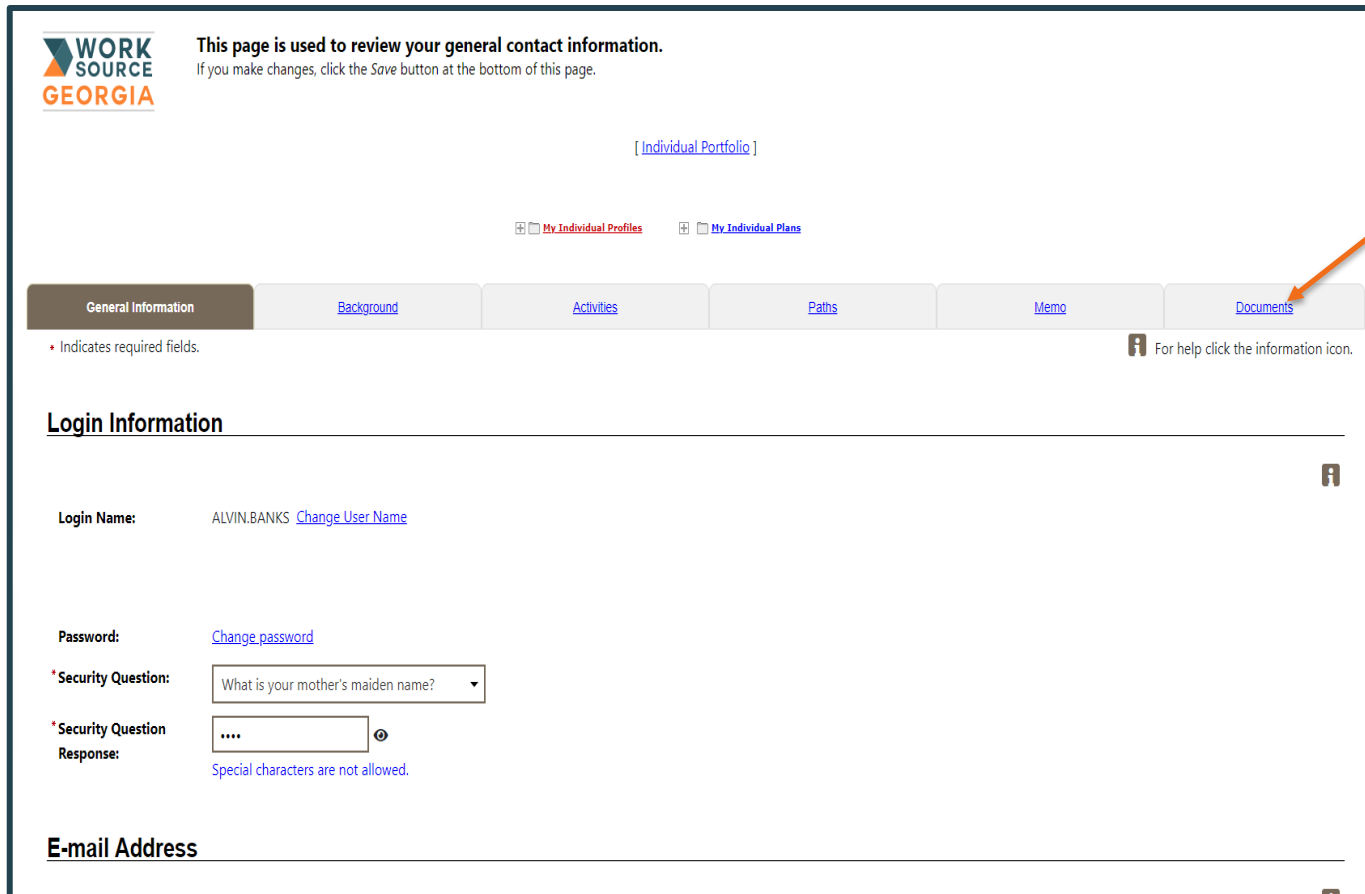
# How to Upload Documents: Computer/Device

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## Step 4: Select the Documents Tab




**WORK SOURCE GEORGIA**

This page is used to review your general contact information.  
If you make changes, click the Save button at the bottom of this page.

[ [Individual Portfolio](#) ]

[My Individual Profiles](#) [My Individual Plans](#)

**General Information** | [Background](#) | [Activities](#) | [Paths](#) | [Memo](#) | [Documents](#)


• Indicates required fields.  For help click the information icon.

### Login Information

**Login Name:** ALVIN.BANKS [Change User Name](#)

**Password:** [Change password](#)

\***Security Question:**

\***Security Question Response:**    
Special characters are not allowed.

### E-mail Address

Step 4.  
Click the link  
that states  
"Documents".



# How to Upload Documents: Computer/Device

## Step 5: Decide to Upload a Document from Device or to Scan a Document

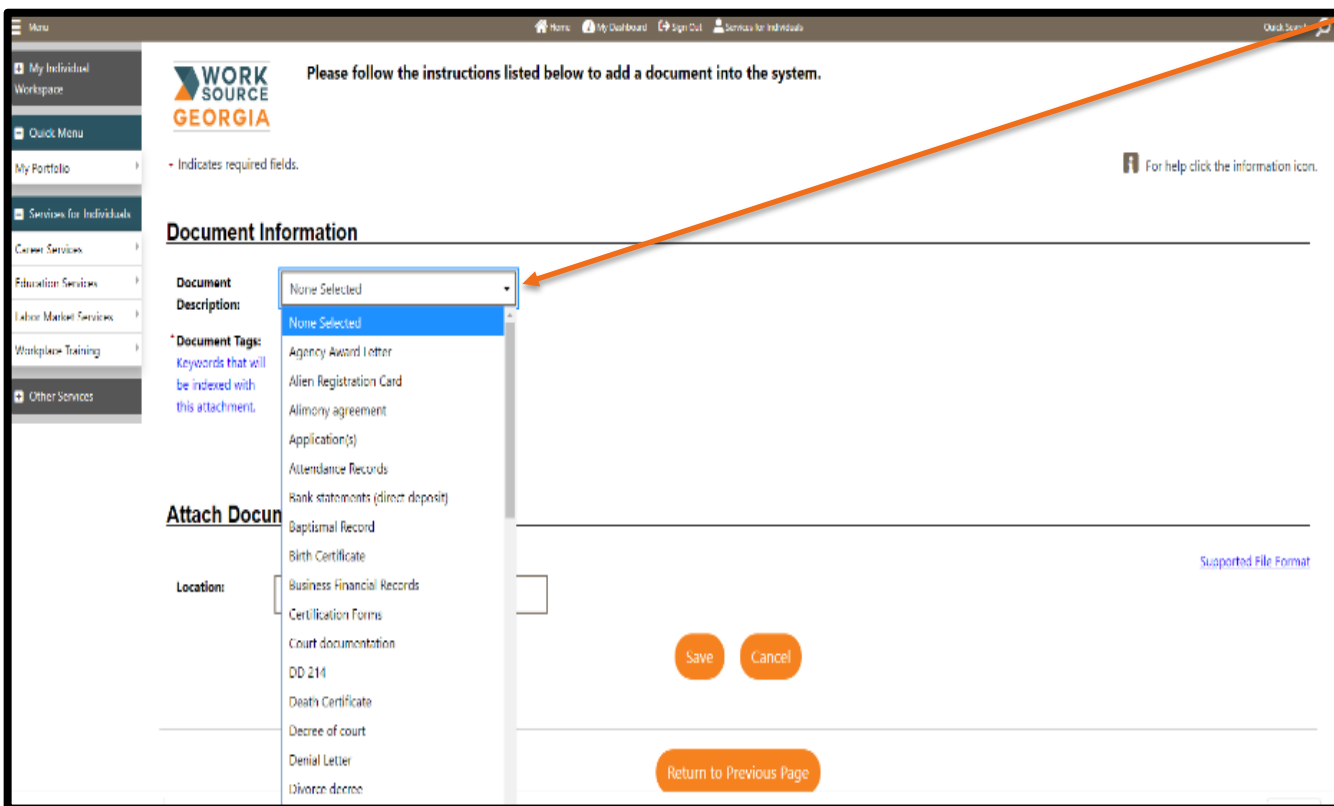
Step 5. If you want to upload a document, click "Upload a document"

The screenshot shows the 'Documents' tab of a user's individual portfolio on the Work Source Georgia website. The page title is 'This tab contains information on documents you have scanned and stored for use in applications done by staff.' Below the title, there is a section for '( Individual Portfolio )' with a list of links for various profiles: My Individual Profiles, My Individual Plans, Personal Profile, Training Plan Profile, Research History Profile, Research Plan Profile, Self Assessment Profile, and Career Plan Profile. A navigation bar at the bottom of the main content area includes tabs for General Information, Background, Activities, Data, Memo, and Documents. Below the navigation bar, there is a message: 'No records found' and a note: 'Uploaded and scanned documents with spaces in the document name may be incompatible with some browsers. These spaces will be replaced with \_ when saving the document in our system.' At the bottom of the page, there are two buttons: 'Upload a Document' and 'Scan a Document', and a 'My Dashboard' button.



# How to Upload Documents: Computer/Device

## Step 6: Document Description



Please follow the instructions listed below to add a document into the system.

- Indicates required fields. For help click the information icon.

### Document Information

**Document Description:** None Selected

**\* Document Tags:**  
Keywords that will be indexed with this attachment.

**Attach Document**

**Location:**

Save Cancel

Return to Previous Page

Supported File Format

- None Selected
- Agency Award Letter
- Alien Registration Card
- Alimony agreement
- Application(s)
- Attendance Records
- Bank statements (direct deposit)
- Baptismal Record
- Birth Certificate
- Business Financial Records
- Certification Forms
- Court documentation
- DD 214
- Death Certificate
- Decree of court
- Denial Letter
- Divorce decree

Step 6: Use the document description box to label the document.

For example, if you are submitting your drivers license to show proof of age and residency you would select the drivers license to this list.

For the following documents:

- Eligibility Checklist
- Grievance Policy

For the Document Description Select:

**Requested Information**



# How to Upload Documents: Computer/Device


## Step 7. Document Tag

### Document Information

**Document Description:**

**\* Document Tags:**  
Keywords that will be indexed with this attachment.

**User Accessible:**  Yes  No

**Date Received:**  

If left blank, today's date will be used.

### Step 7:

In the "Document Tag" box you need to type in the:

Name of the document  
\_first initial last initial.

For example, if John Doe was submitting a social security card, you would tag it:

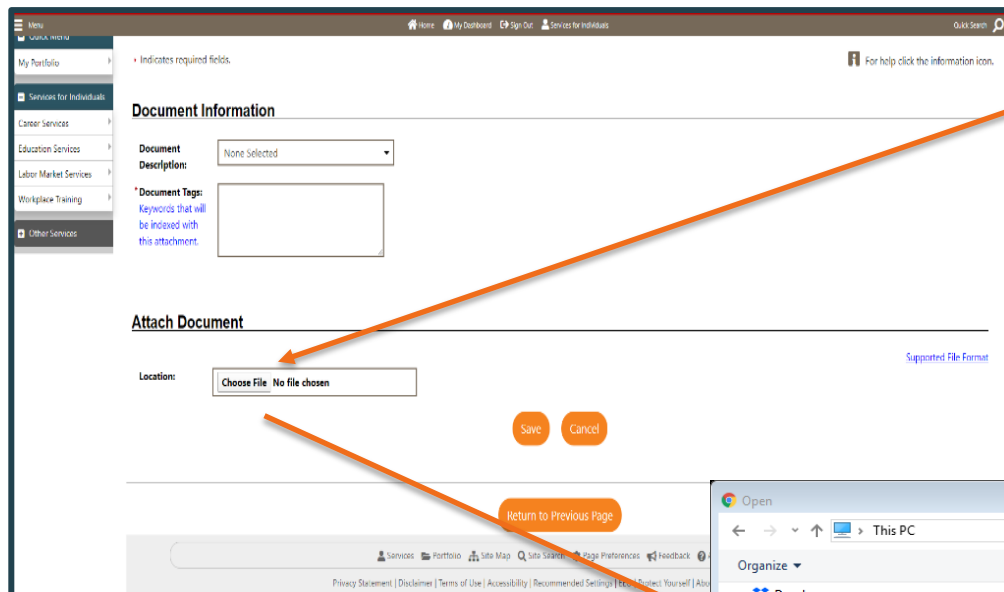
SocialSecurityCard\_JD





# How to Upload Documents: Computer/Device

## Step 8: Attach Your Document



Document Information

Document Description: None Selected

Document Tags: Keywords that will be indexed with this attachment.

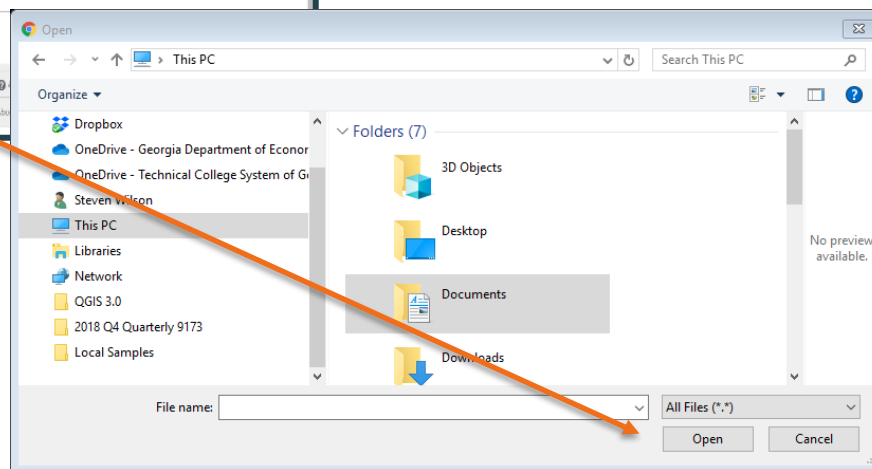
Attach Document

Location: Choose File No file chosen

Save Cancel

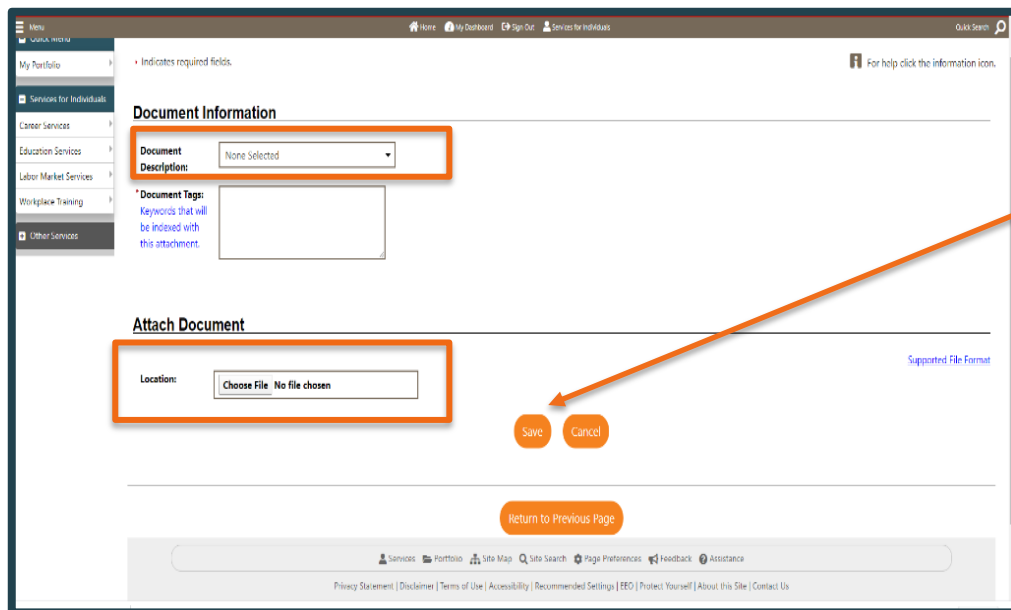
Return to Previous Page

Step 8: Click the “Choose File” and locate that document on your computer or device. Once you have found the document select “Open” to upload the file.



# How to Upload Documents: Computer/Device

## Step 8: Save & Repeat



The screenshot shows a web form for uploading documents. The form is divided into two main sections: "Document Information" and "Attach Document".

- Document Information:** Contains a "Document Description" dropdown menu with "None Selected" and a "Document Tags" text area. A red box highlights the "Document Description" dropdown.
- Attach Document:** Contains a "Location" field with a "Choose File" button and "No file chosen" text. A red box highlights this field. Below it are "Save" and "Cancel" buttons. A red arrow points from the "Save" button to the text box on the right.

At the bottom of the form, there is a "Return to Previous Page" button and a footer with links for Services, Portfolio, Site Map, Site Search, Page Preferences, Feedback, and Assistance.

Step 9. Once you have added the document description and located that document on your computer you will click save.

**You will need to repeat these steps until all documents needed for eligibility are submitted.**

**Once you have uploaded all documents, please reach out to your local career resource center to let us know you have completed your application.**

