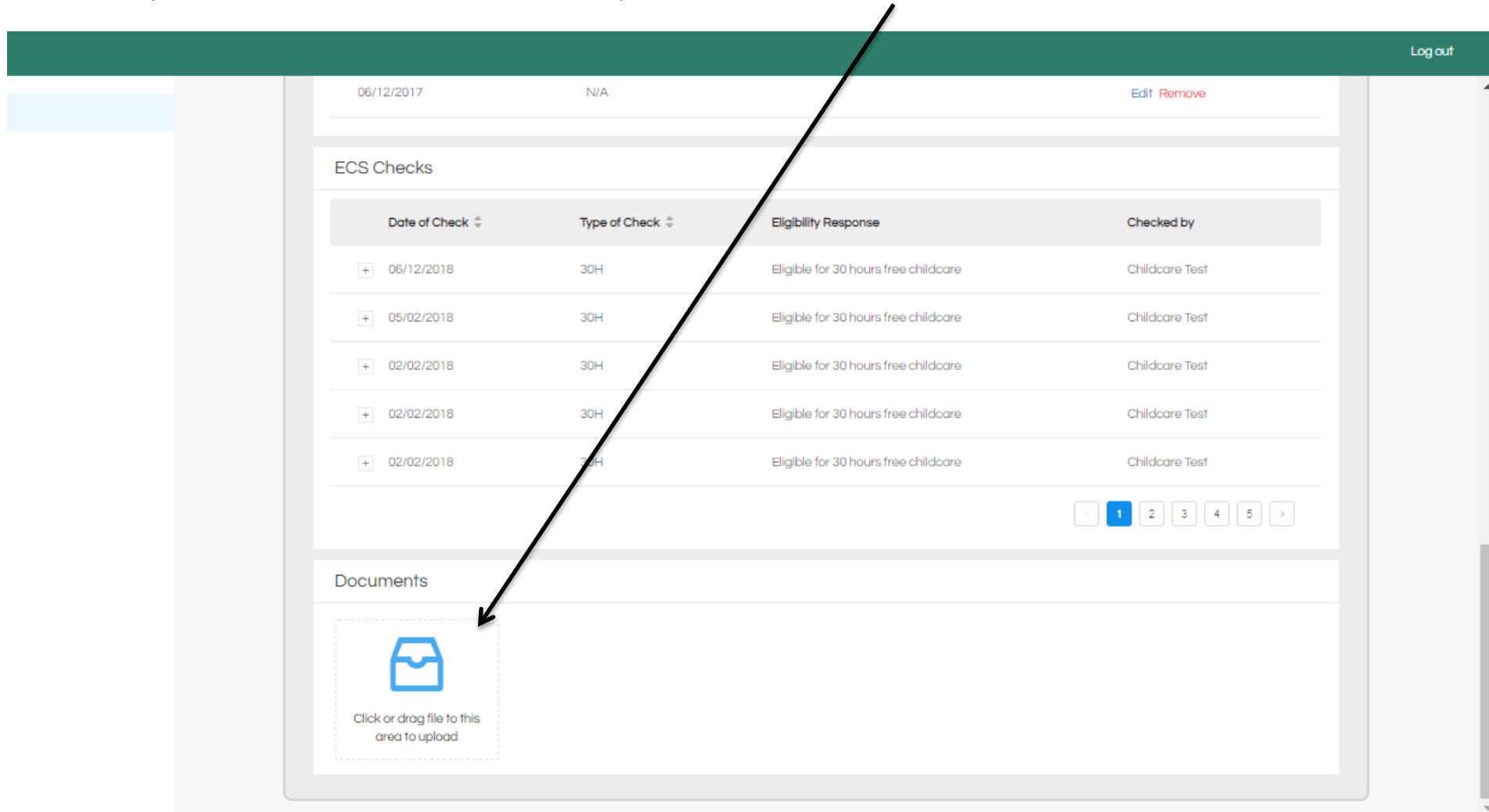# UPLOADING DOCUMENTS TO PUPIL REGISTER

FEEE Providers can upload documents to individual records on the EY Provider Hub.

Firstly, scroll to the bottom of the child's record where you will see a tab marked 'Documents'.

UPLOADING DOCUMENTS TO PUPIL REGISTER

You will then be presented with a task box where you can select the document you wish to upload, either by dragging the file's icon to the 'Documents' box or double clicking to select the file.
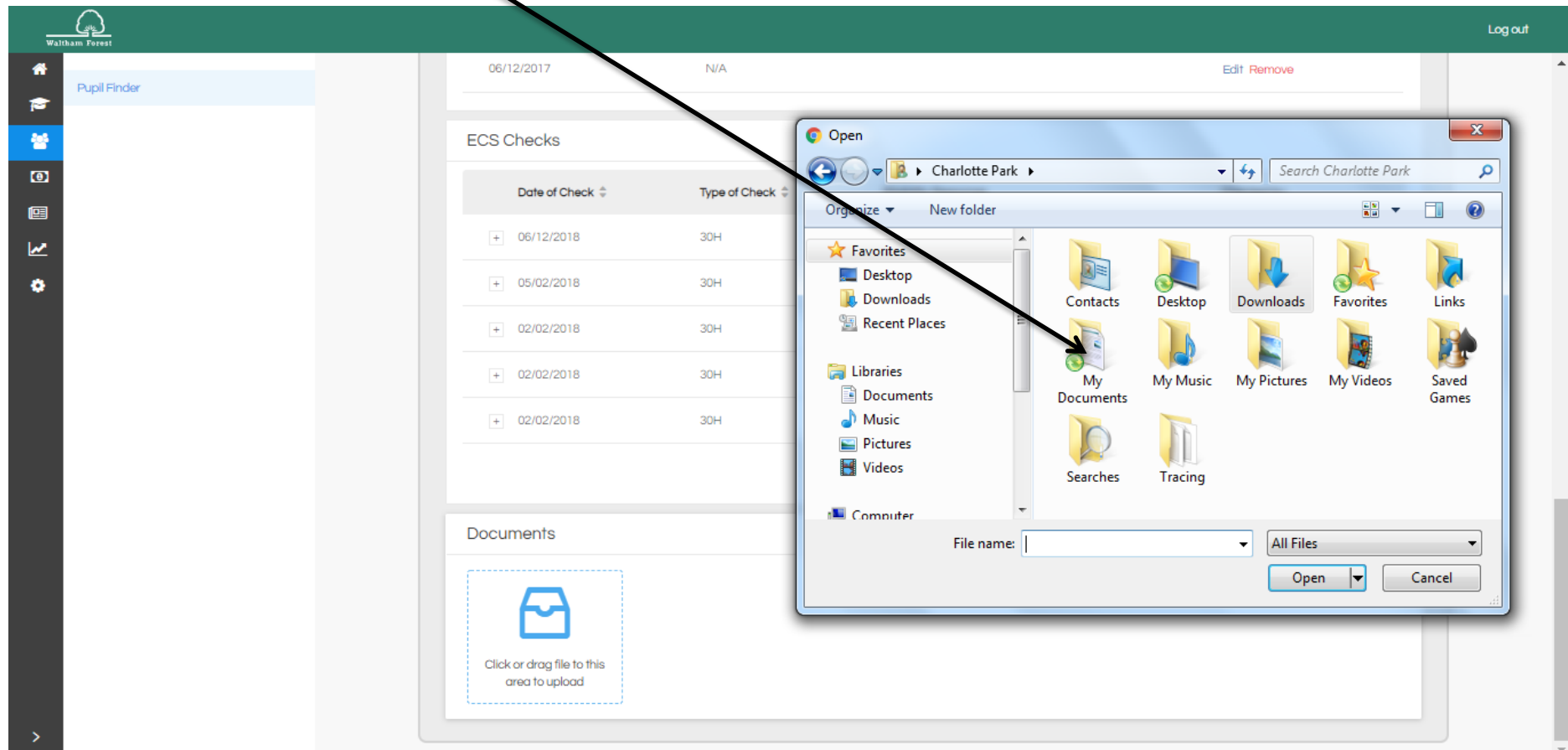
UPLOADING DOCUMENTS TO PUPIL REGISTER

You will know that a document has been uploaded successfully as a new icon for the file will appear in the 'Documents' section.

A 'Document upload successful' notification will also appear in the top right hand corner of the screen.