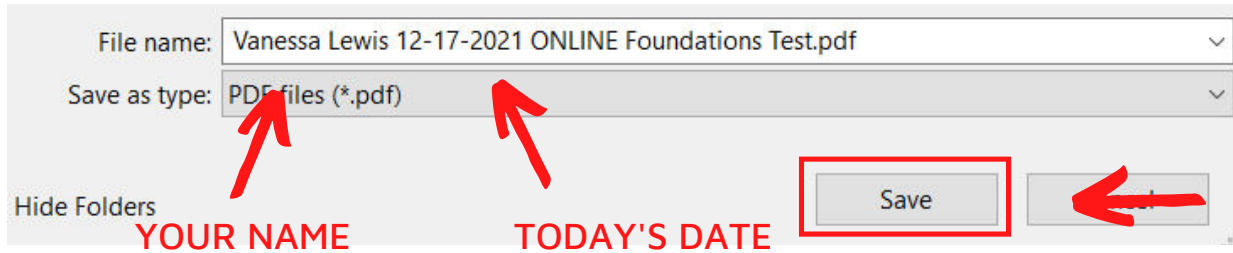




# How to Save & Upload a PDF Test

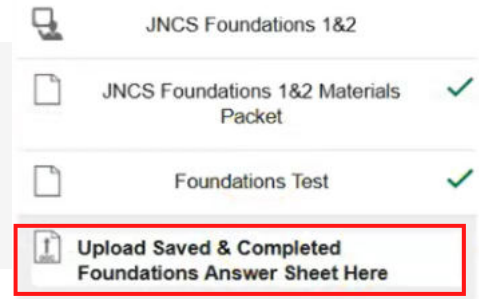
1

After completing a PDF test, save the completed test to your desktop. When saving, add **your name** and **today's date** to the file name.



2

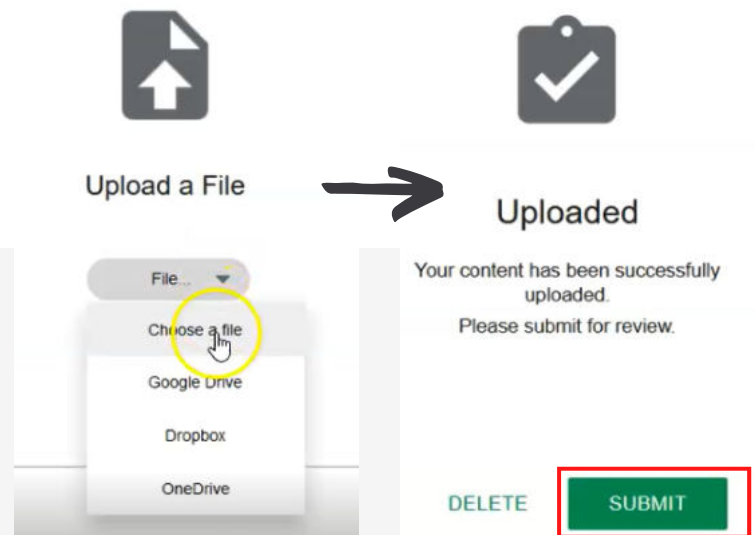
In Paycom, select "Upload Saved & Completed \_ Answer Sheet Here" in the class menu.



3

Click on "File..." and "Choose File." Browse to the location where you saved your complete test.

Select the test and click "Open."

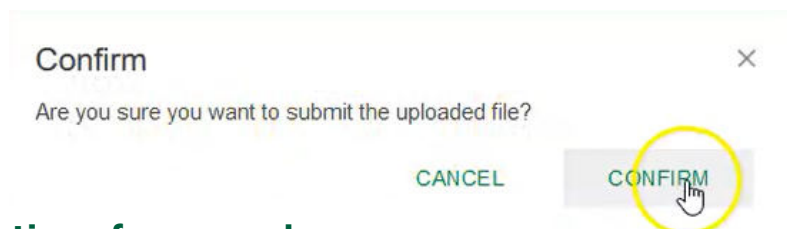


4

Double check that you have uploaded the correct file, then click "Submit."

5

Click "Confirm" in the pop-up window to confirm your submission.



**All done! You will receive a notice of approval or feedback by email within 7 days.**