



How to Upload a Self-Study Course Certificate

Download your course certificate after you complete a Self-Study Course. When saving the file to your computer, **add your full name** to the file name.

1



2

Return to the class in Paycom Learning and click on the third slide in the menu titled "Upload your Certificate"



3

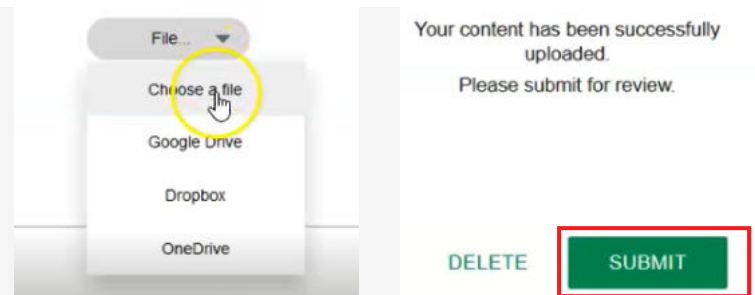
Click on "File..." and "Choose File." Browse to the location where you saved your course certificate.

Select the certificate and click "Open."



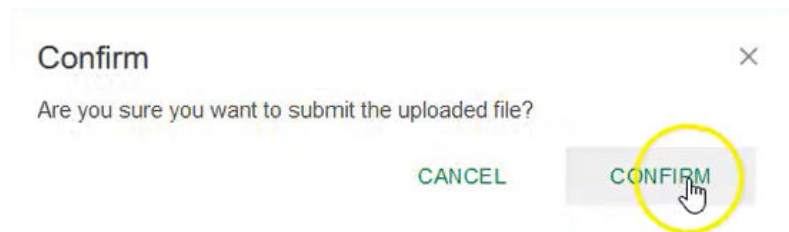
4

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.