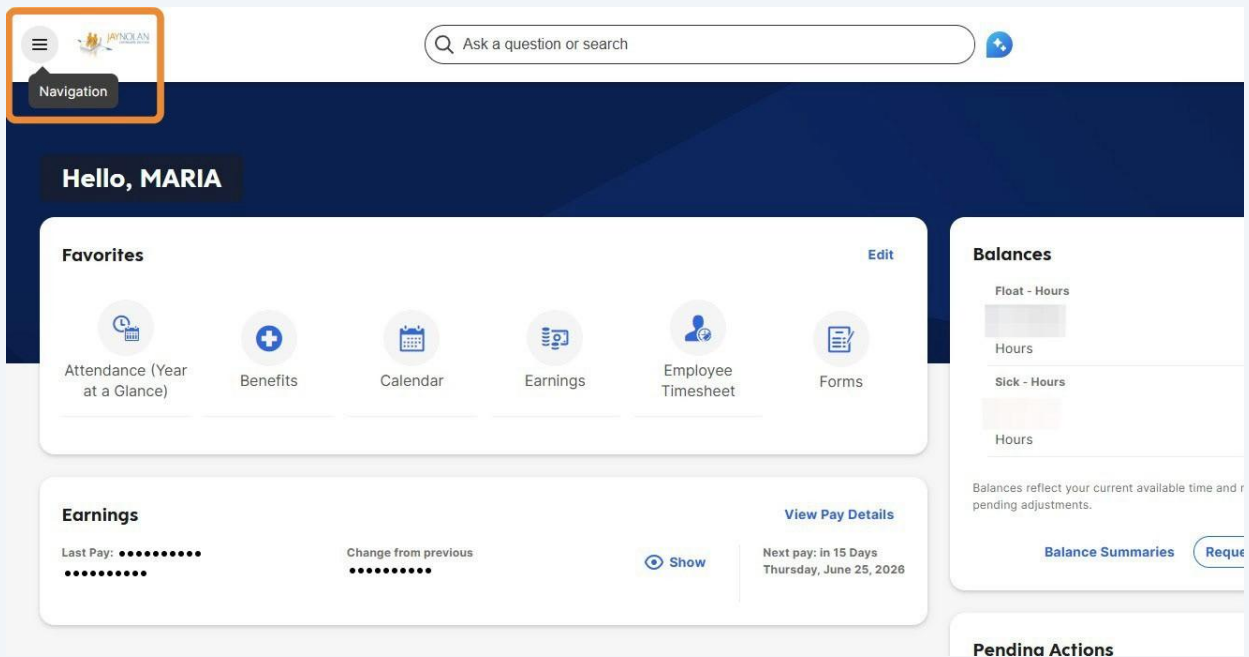


Cómo subir tu seguro de auto en Dayforce

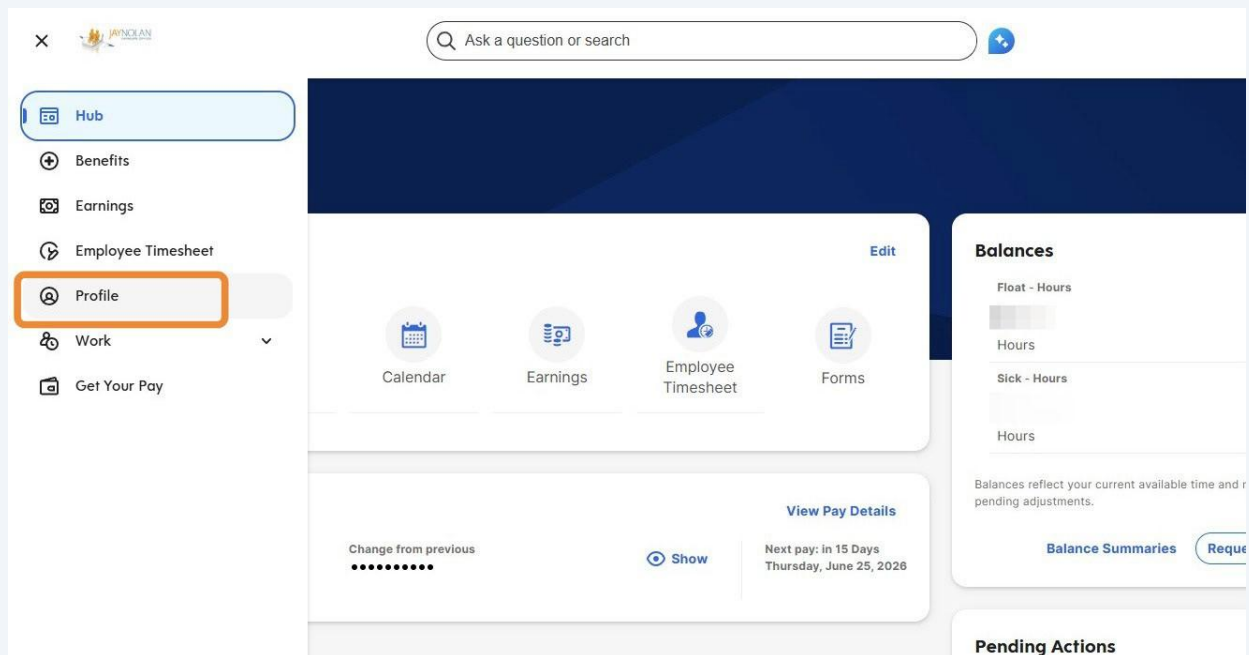
Aprende a enviar fácilmente tus documentos actualizados del seguro de auto desde el portal de empleados de Dayforce. Esta guía te muestra paso a paso cómo navegar y cargar archivos para que tu información se mantenga al día.

1 Desde la pantalla de inicio

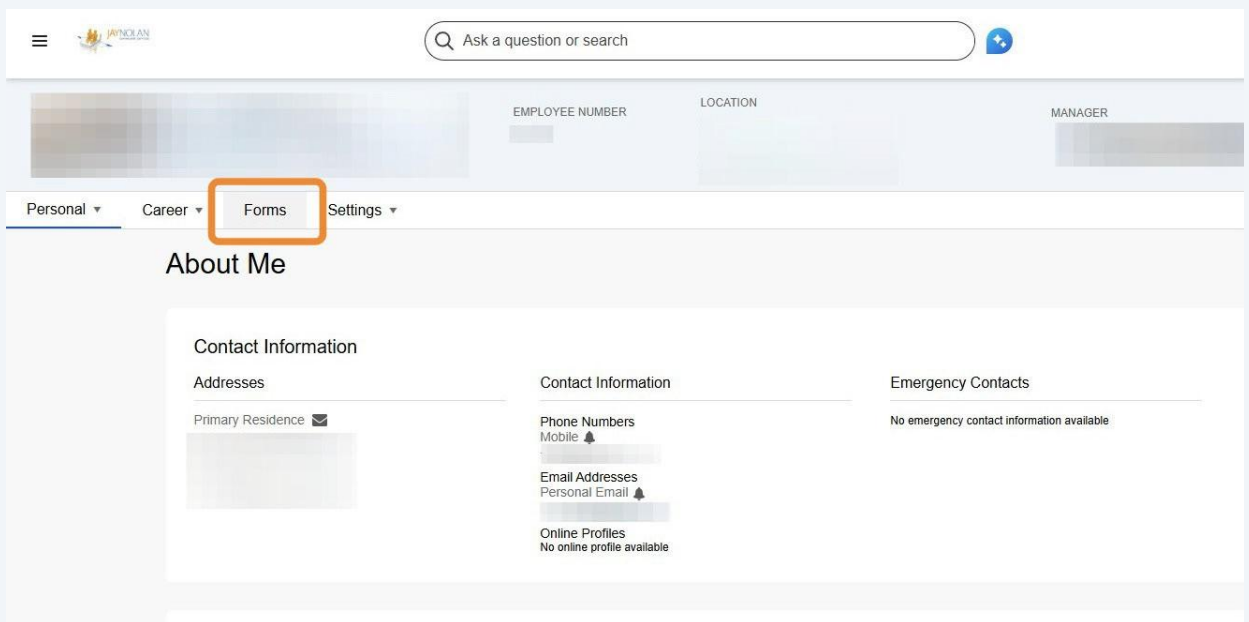
Abre el menú de navegación "Navigation"



2 Selecciona "Profile" en la barra lateral



3 Haz clic en la pestaña "Forms"



4 Haz clic en "Document Upload Forms"

The screenshot shows the JAVOLAN portal interface. At the top, there is a search bar with the text "Ask a question or search". Below the search bar, there are fields for "EMPLOYEE NUMBER", "LOCATION", and "MANAGER". A navigation menu includes "Personal", "Career", "Forms", and "Settings". The "Forms" section is active, displaying a search bar with "Search Forms" and "14 Results". Under "General Forms (1)", the "Document Upload Form" is highlighted with an orange box. Below this, there are sections for "Benefits (2)" and "Personal (9)".

5 Escribe 'ACTUALIZACIÓN DEL SEGURO DE AUTO' en el campo Comentarios

Haz clic en "Upload Files"

The screenshot shows the "Document Upload Form" modal. It has a header with the JAVOLAN logo and a search bar. Below the header, there are fields for "EMPLOYEE NUMBER", "LOCATION", and "MANAGER". The modal contains sections for "Documentation Upload" and "Supporting Documents". A large orange box highlights the "Upload Files" button. Below this, there is a "Comment" section with a checkbox labeled "Add comment to the employee's file." and a text input field containing "CAR INSURANCE UPDATE". At the bottom right, there are buttons for "Save Draft", "Submit", and "Cancel".

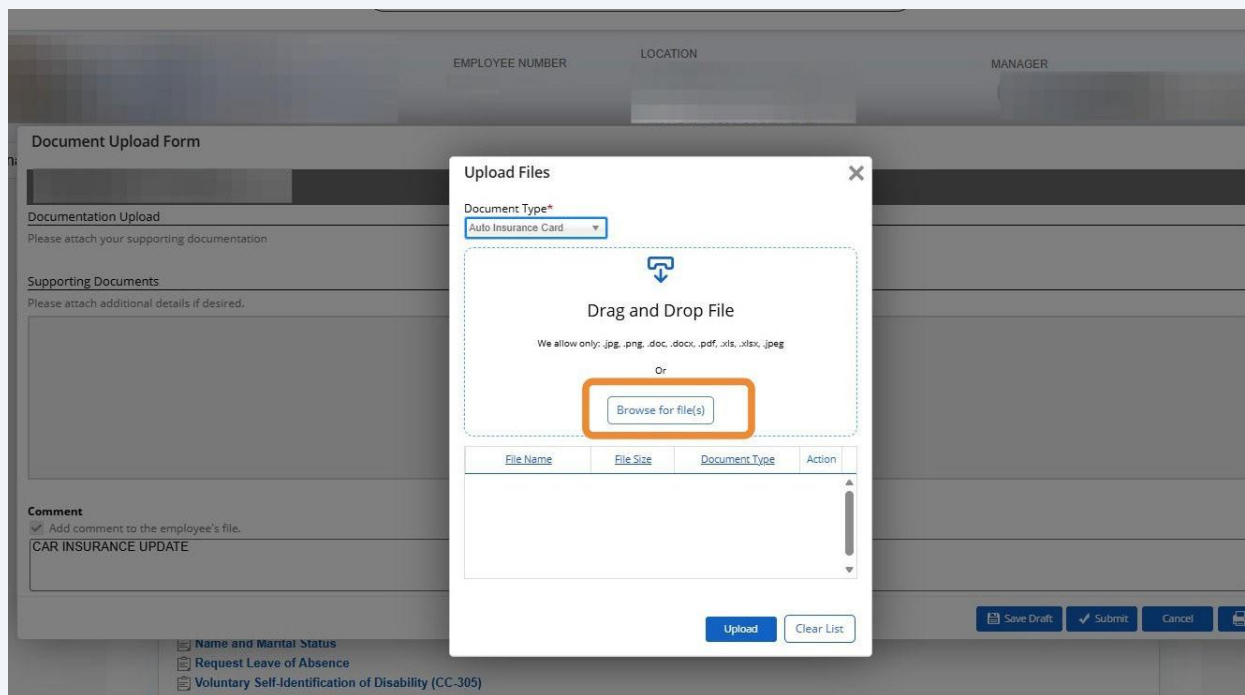
6 Selecciona "Auto Insurance Card" en el menú desplegable Tipo de documento "Document Type"

The screenshot shows the 'Document Upload Form' interface. An 'Upload Files' modal is open, displaying a 'Document Type*' dropdown menu. The dropdown is currently set to 'Select an Option...'. The modal also includes a 'Drag and Drop File' area, a 'Browse for file(s)' button, and a table with columns for 'File Name', 'File Size', 'Document Type', and 'Action'. The background form has sections for 'Documentation Upload', 'Supporting Documents', and a 'Comment' field with the text 'CAR INSURANCE UPDATE'. At the bottom, there are buttons for 'Save Draft', 'Submit', 'Cancel', and 'Print'.

This screenshot shows the same 'Document Upload Form' interface, but the 'Document Type' dropdown in the 'Upload Files' modal is now open, showing a list of options: 'Auto Insurance Card' and 'Drivers License'. The 'Auto Insurance Card' option is highlighted with a blue selection bar. The rest of the interface, including the 'Drag and Drop File' area and the background form, remains the same.

7 Haz clic en "Browse for file(s)"

Selecciona la imagen o el documento que deseas subir



8 Cuando elijas el archivo, aparecerá en la lista con el nombre del archivo o del documento

Luego haz clic en "Upload" y

Haz clic en "Submit" para guardar

