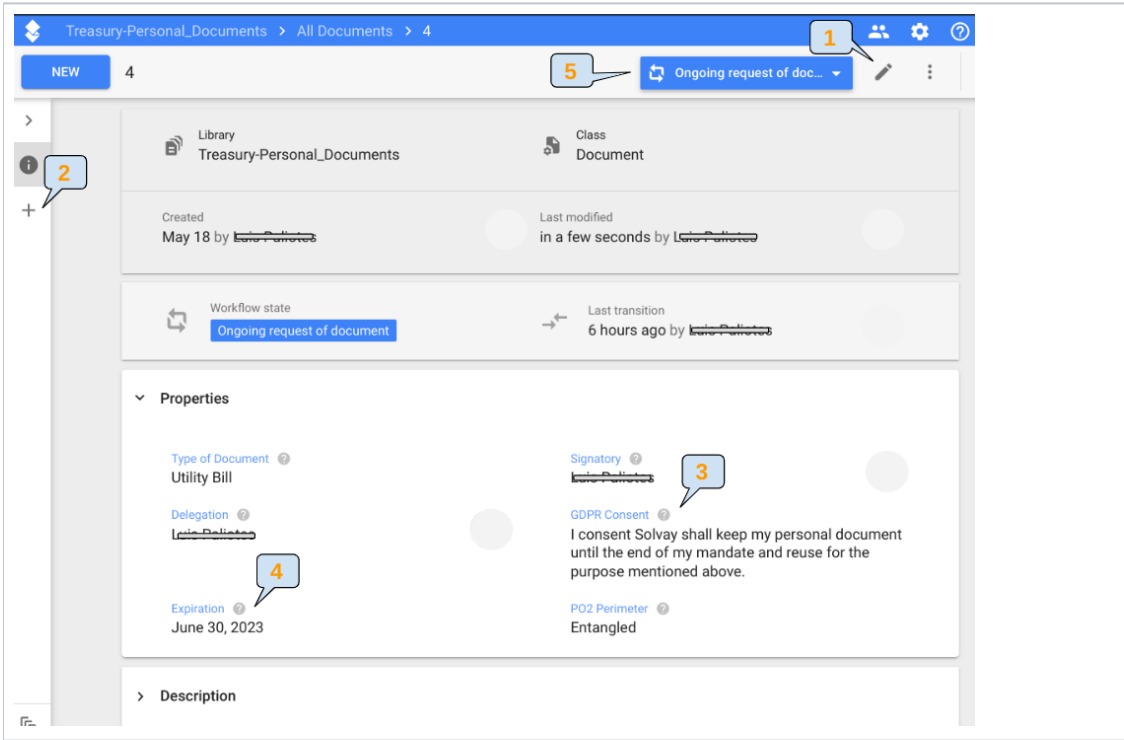
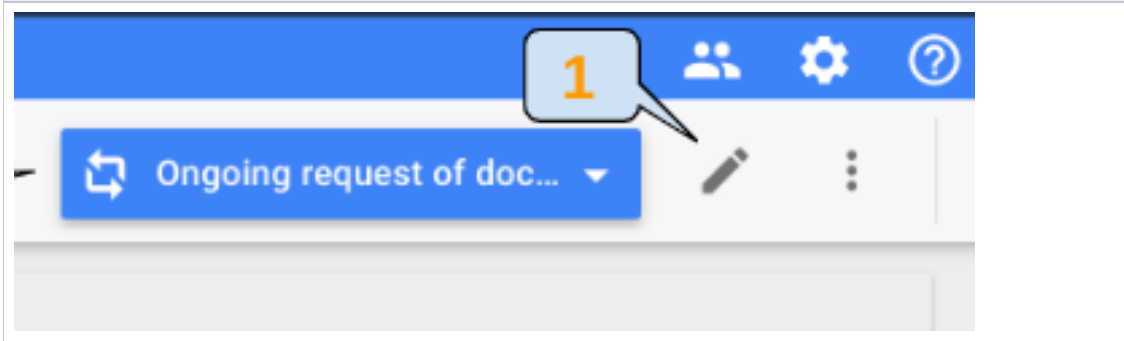


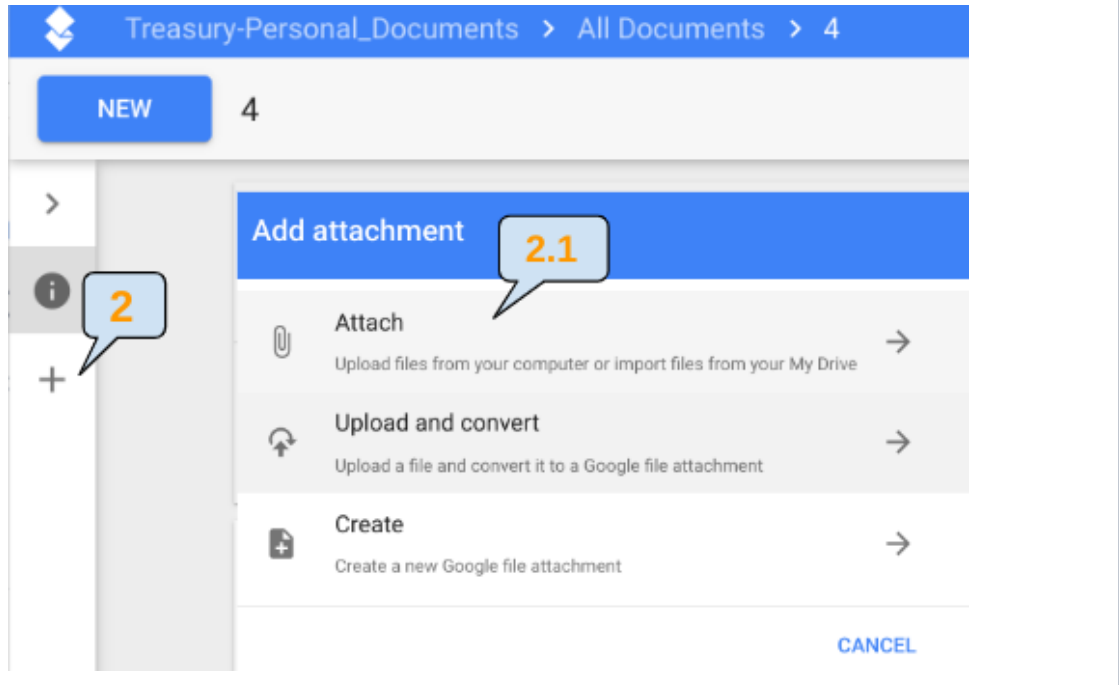

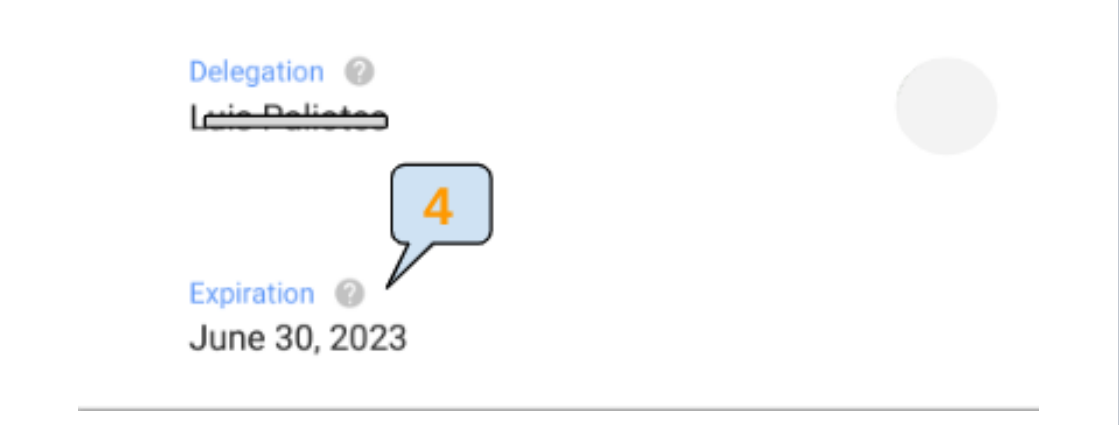
Upload your Document - AODOCS Treasury Personal Documents

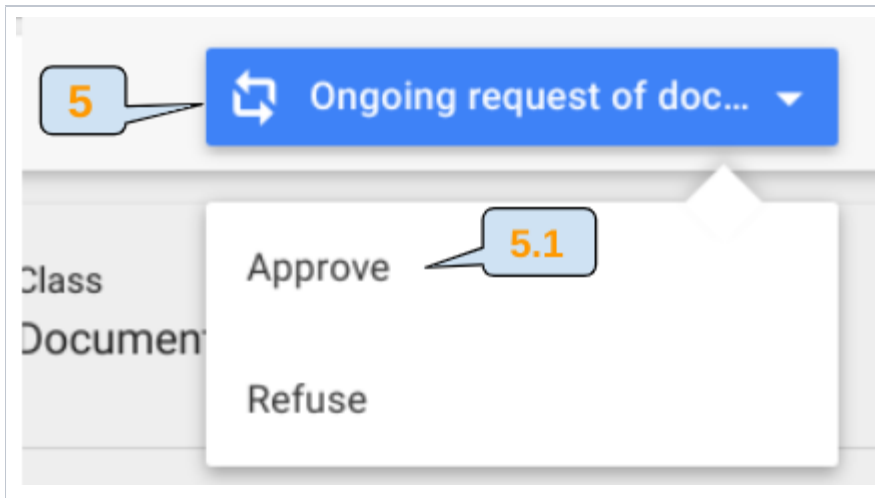
Here we will show all the steps on how to upload your Documents in AODOCS Treasury Personal Documents.

- [Main screen](#)

Main screen

	<p>Main Screen</p> <ol style="list-style-type: none">1. Edit2. Attachment3. GDPR Consent4. Document (Optional)5. Document Status
	<p>Edit</p> <ol style="list-style-type: none">1. To start editing the document, press on the pencil In the Top Right corner of the page

 <p>Treasury-Personal_Documents > All Documents > 4</p> <p>NEW 4</p> <p>2</p> <p>2.1</p> <p>Add attachment</p> <ul style="list-style-type: none"> Attach Upload files from your computer or import files from your My Drive → Upload and convert Upload a file and convert it to a Google file attachment → Create Create a new Google file attachment → <p>CANCEL</p>	<p><u>Attachment</u></p> <p>2. On the left of your window, press on the plus sign</p> <p>2.1. In the following Pop Up screen, click on Attach to select the desired document from your Drive.</p>
 <p>Signatory ? Luis Delia</p> <p>3</p> <p>GDPR Consent ?</p> <p>I consent Solvay shall keep my personal document until the end of my mandate and reuse for the purpose mentioned above.</p>	<p><u>GDPR Consent</u></p> <p>3. Select one of the three options available</p> <p>3.1 I consent Solvay shall keep my personal document until the end of my mandate and reuse for the purpose mentioned above.</p> <p>3.2 I consent Solvay shall use my documents only for the purpose mentioned and only once.</p> <p>3.3 I don't consent</p>
 <p>Delegation ? Luis Delia</p> <p>4</p> <p>Expiration ?</p> <p>June 30, 2023</p>	<p><u>Expiration (OPTIONAL)</u></p> <p>4. Insert the expiration date of your document.</p> <p>*If can you don't have or forget to input such information, TSU Tool & BAM will insert it for you</p>



Status

5. On the Top Right Corner of your window, click on the Dropdown Box

5.1 Click on approve