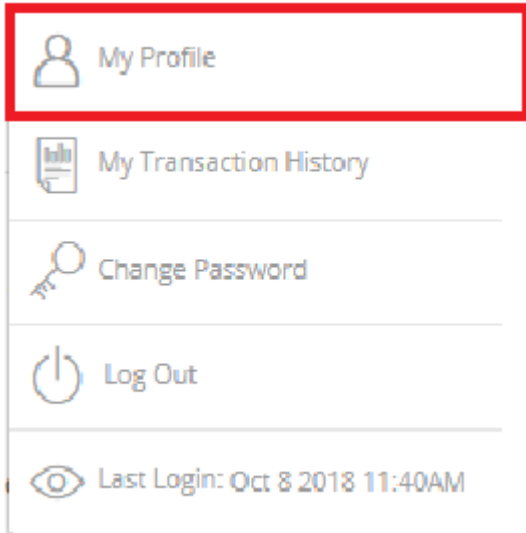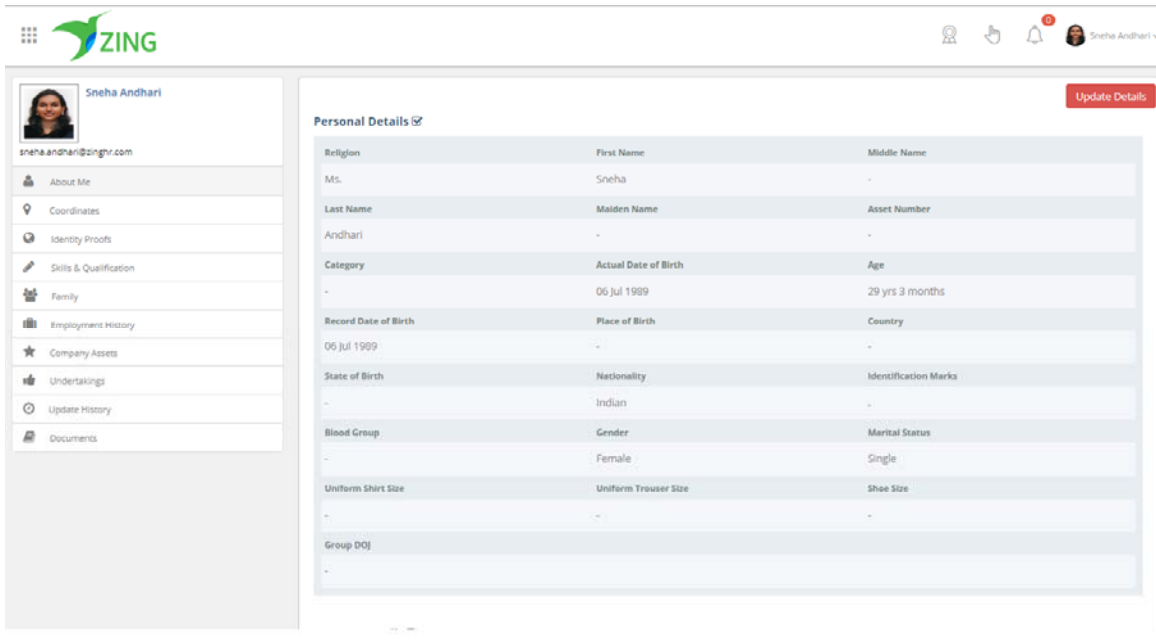# How to Add 'Documents '

You can follow the below steps to add 'Documents ' on Zing HR :
1. Log in to your Zing HR account.
2. Click on your name on the right-hand top side of the screen and then click 'My Profile '.

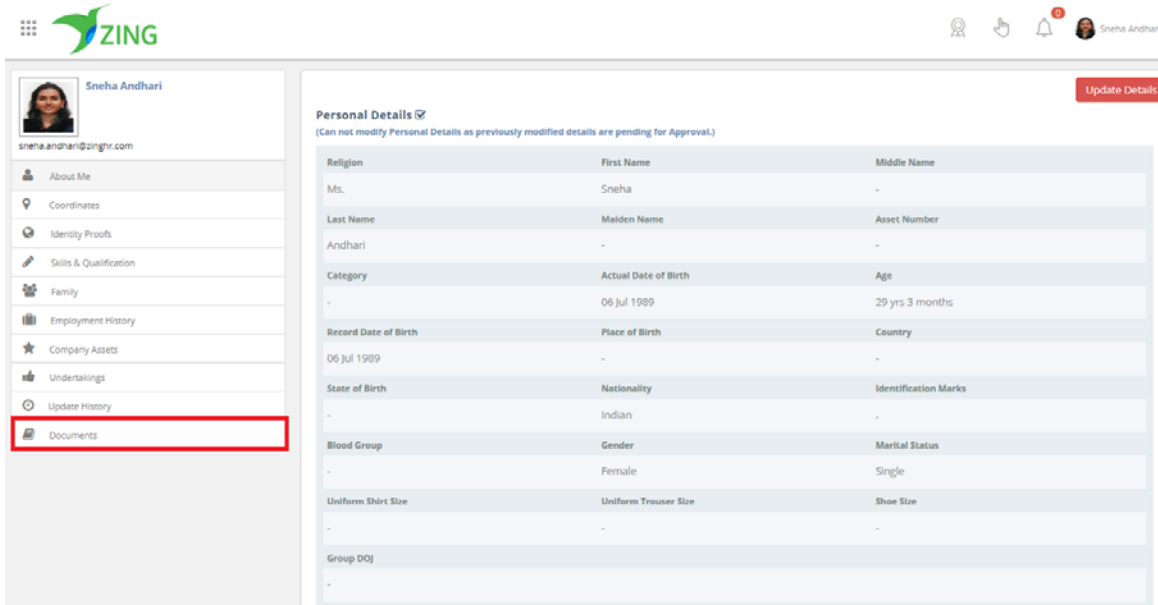3. New window will appear, where you can able to view all your details.
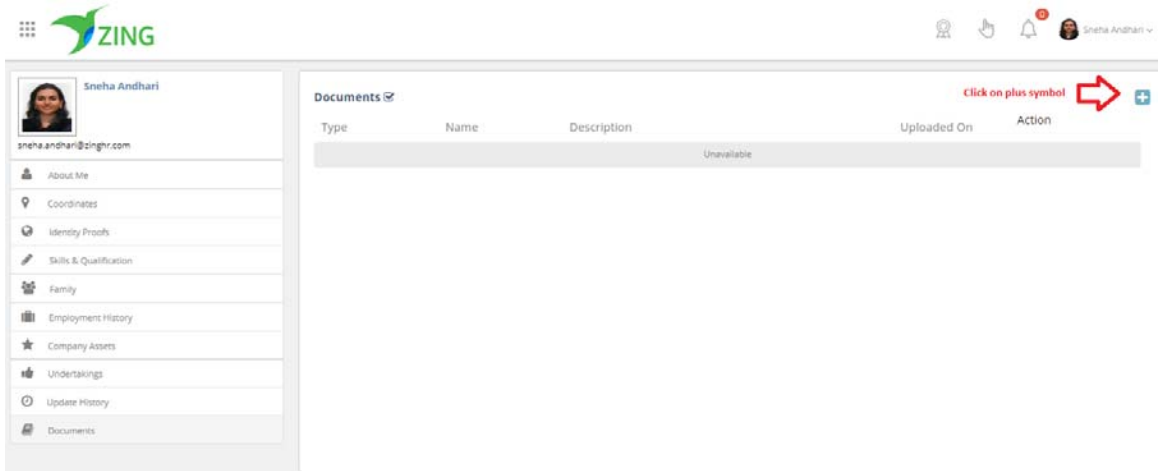
4. If you want to add your 'Documents' details please select 'Documents' from left
    side tab.

5. New window will appear, where you need to click on 'plus' symbol and you can
    able to upload your 'Documents'.

6. New window will appear.

7. Enter your all details and Upload the document.

Browse the file from here

8. Click Save button and you are done!