



How to Add Documents

Step 1

- Select "**My Documents**" from the menu bar
- Enter the document *description* (i.e. Resume)

Step 2

- Select "**Choose File**" to select the file you want to add
- Select "**Add Document**"

Step 3

- Select "**Home**" or "**Log Out**"

**We look forward to receiving your on-line application and resume.
Thank-you for your interest in employment opportunities with SJCG.**

*For assistance in the registration process, or to report an unsuccessful registration,
please contact Human Resources 807-343-4311 or e-mail hr.sjcg@tbh.net*