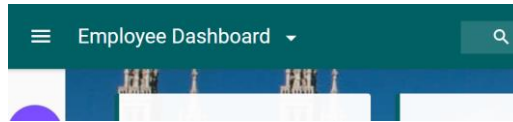
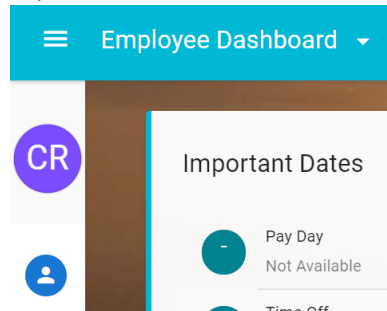


## Step 1 – Navigate to Employee Dashboard to View Documents

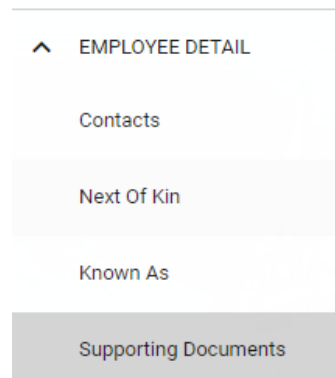
- 1) Log into CoreHR
- 2) The screen you land on should default to the 'Employee Dashboard', if not then select the correct module from the green bard at the top of the screen.



- 3) Click on the purple circle with your initials in it.



- 4) You should see the following screen, click on 'Supporting Documents'



- 5) Here you will see all documents that have been generated for you (as an employee)

### My Documents

Document Name	Document Type	Last Viewed	Viewed	
Pension Notification Acc 2026.doc	Pensions	Never	No	<a href="#">DOWNLOAD</a>

- 6) Click on 'Download' for the document you want to view and it will open either in your browser or PDF viewer if a PDF or in MS Word if a doc or docx. From here you can save the document locally.