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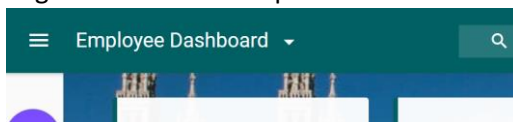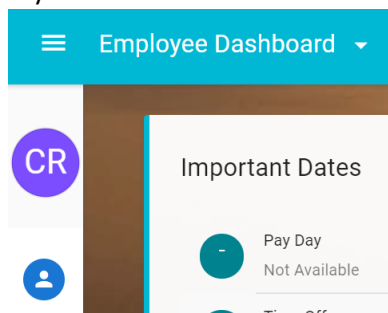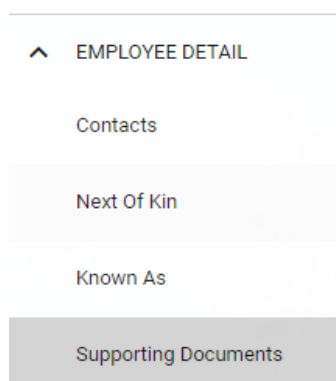
1) Log into CoreHR
2) The screen you land on should default to the 'Employee Dashboard', if not then select the correct module from the green bard at the top of the screen.

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)

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.