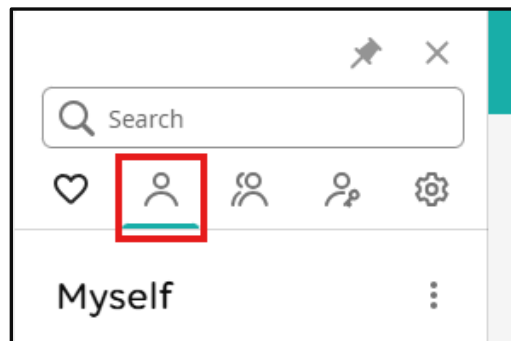
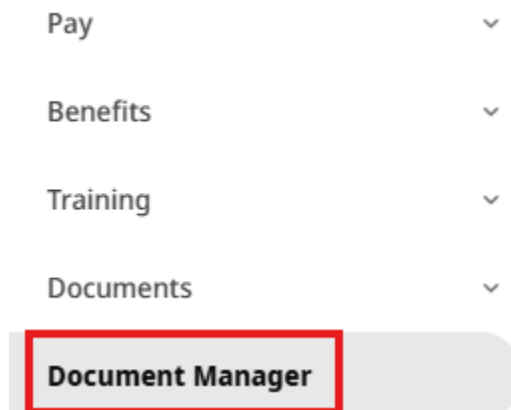


How to Upload Documents

1. Log into your UKG account at <http://population-dl.ultipro.com/>. If you need any assistance with logging into UKG, please reach out to Onboarding@helunahealth.org.
2. Once you have successfully logged in, move your mouse over the icon that looks like a person at the top left-hand corner of the home page to locate the “Myself” section.

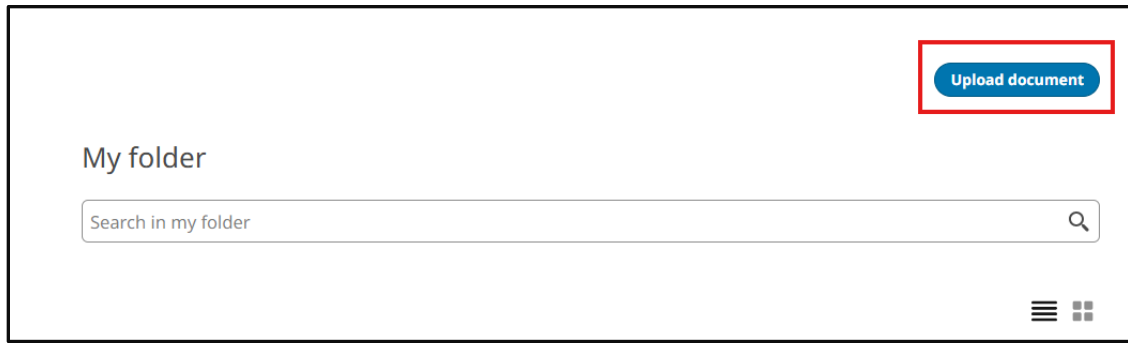


3. Scroll down and click on “Document Manager.” Document Manager will open in a new browser tab.

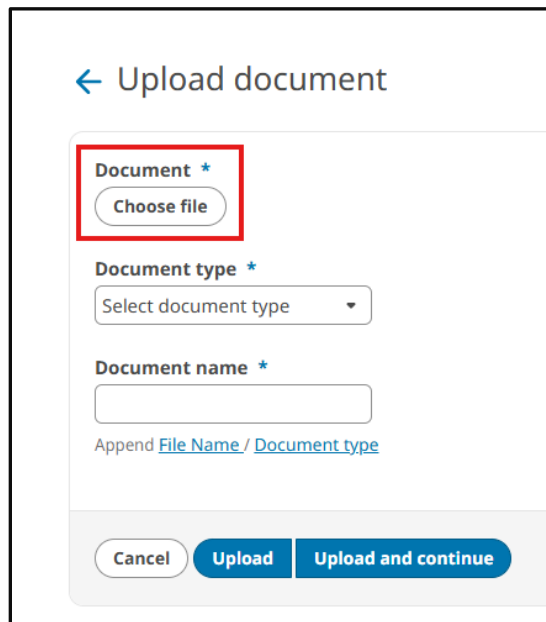




4. Click on “Upload document” on the top-right corner of the Document Manager home page.



5. Click on “Choose File” and select the file you wish to upload. Please note that you can only add one file/photo per upload. Once you have finished uploading your document, you will have the option to upload another.





6. Click on “Select document type” and select the category for this document.
*For Holiday Notes, please select the “Program Dropbox” as the document type.

← Upload document

Document *

Choose file

✓ Holiday Note.pdf 18 KB

Document type *
Program Dropbox

Document name *

Append [File Name](#) / [Document type](#)

Destination folder *
Program Folder

Cancel Upload Upload and continue

7. Type in a name for your file in the “Document name” field.
*For Holiday Notes, please include the words “Holiday Note” and the holiday date in your Document name. For example, “Holiday Note 2026-09-07”

← Upload document

Document *

Choose file

✓ Holiday Note.pdf 18 KB

Document type *
Program Dropbox

Document name *
Holiday Note 2026-09-07

Append [File Name](#) / [Document type](#)

Destination folder *
Program Folder

Cancel Upload Upload and continue



- Click on “Upload and continue” to complete the upload. “Destination folder” will be automatically filled in so you do not need to change or enter this information.

← Upload document

Document *

Choose file

✓ Holiday Note.pdf 18 KB

Document type *

Program Dropbox

Document name *

Holiday Note 2026-09-07

Append [File Name](#) / [Document type](#)

Destination folder *

Program Folder

Cancel Upload **Upload and continue**

- After clicking “Upload and continue”, your document upload is now complete. If you have more documents to submit, you may repeat steps 5-8 to upload another document.

*Please note that your document will not be available to view after upload.

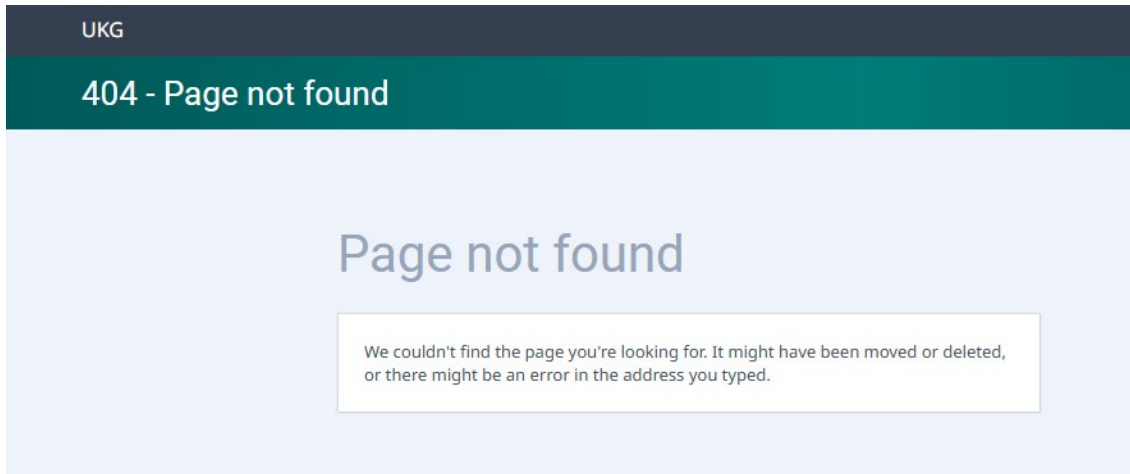
✓ Document [Program Dropbox Holiday Note 2026-09-07 \(holiday-note-2026-09-07.pdf\)](#) created.

← Upload document

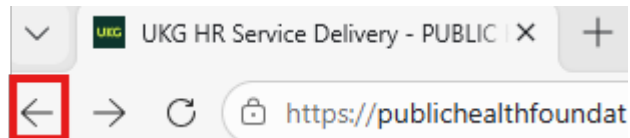


Additional Notes

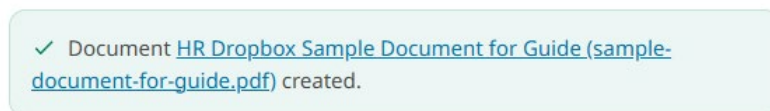
If you receive the notification shown below, you may disregard the notification.



From this notification page, you can click on the back arrow at the top-left of your browser to go back to the Upload page.



Once you are back on the upload page, you will see the confirmation that your document upload was completed.



[← Upload document](#)