



## Plan Documents

### View/Upload Employee Training Rosters

[Plan Documents](#) → [ADP & Training](#) → [Training Verification](#)

1. Click on **Plan Documents** in the top navigation bar.
2. Click the **ADP & Training** tab.
3. This page displays **Training Verification, Certificates of Completion, and Employee Training Rosters** on file.
4. To add a new Employee Training Roster, click the **Add New** button in the corresponding table.
5. Enter the document title and date of training. Add any comments you would like to relay to your management planner. Click **Choose File**, select the document, and click **Submit**.
6. The new document will appear in the table.
7. To view Document Details, click the **eye icon** on the far right.
8. You may add a member comment by selecting the **pencil icon**, entering the comment, and clicking **Submit**.
9. To download a document for viewing, click the **arrow icon**.

