

# Uploading Documents in Esuite

## 1) Access esuite – Url: [esuite.shreveportla.gov](http://esuite.shreveportla.gov)

### City of Shreveport HR Portal

Powered by Tyler Technologies

#### Employee Login

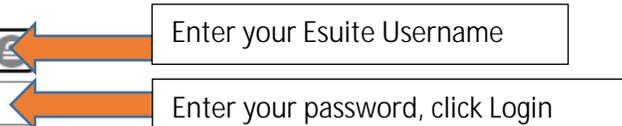
Employees may log into the Human Resources portal using the form below.

Username

Password

Remember me next time.

**LOGIN**



#### Need a login?

I am an employee, but do not have a username and password.

[Activate Your Account](#)

#### Forgot Username?

If you forgot your username you can retrieve it using the link below.

[Retrieve Username](#)

#### Forgot password?

If you forgot your password you can reset it using the link below.

[Reset Password](#)

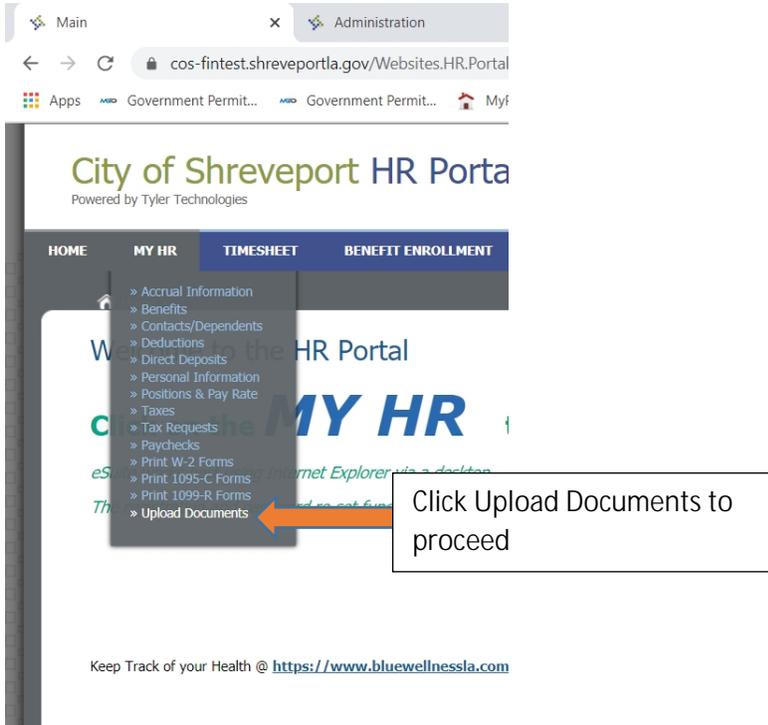
“Not already an esuite user”

Click Activate Your Account to create User name and password

Note: You must have a primary email address on file to activate your account

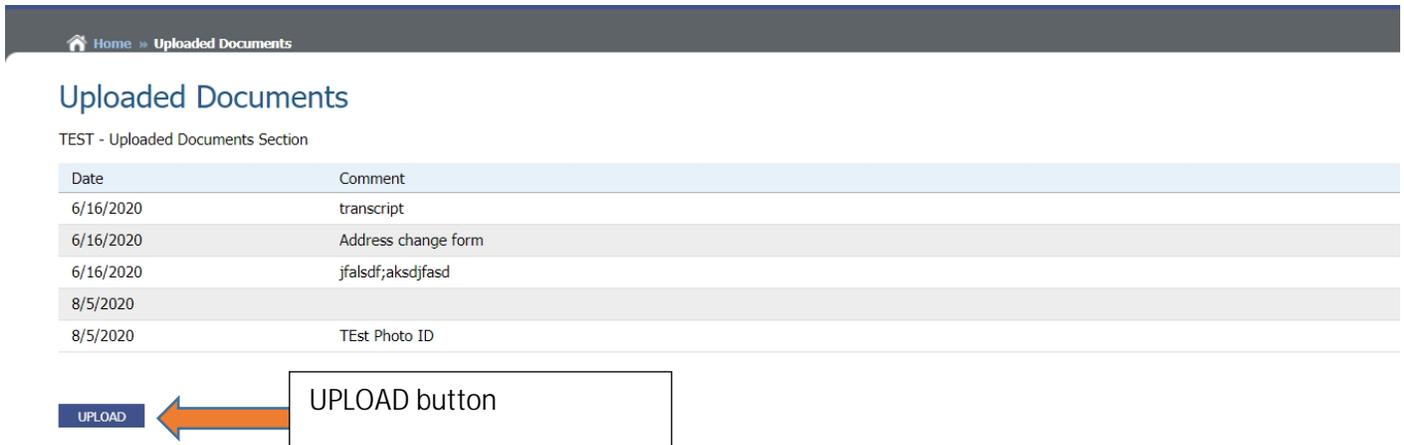
Email – [support@shreveportla.gov](mailto:support@shreveportla.gov) to add primary email address if needed.

## 2) Access Upload Documents in MY HR menu



Upload Documents Main Screen

## 3) Click Upload button to add documents



#### 4) Select documents to Upload

Note: You should have already entered and submitted your request for change, saved your electronic documents (scans, screen shots, etc) to a folder on your computer

### Upload Documents

#### Comment

State Photo ID  Enter file description in comments

#### Documents (0)

Filename
----------

 Enter file description in comments

+ Select Files To Upload  Complete Selected Files

SUBMIT CHANGES

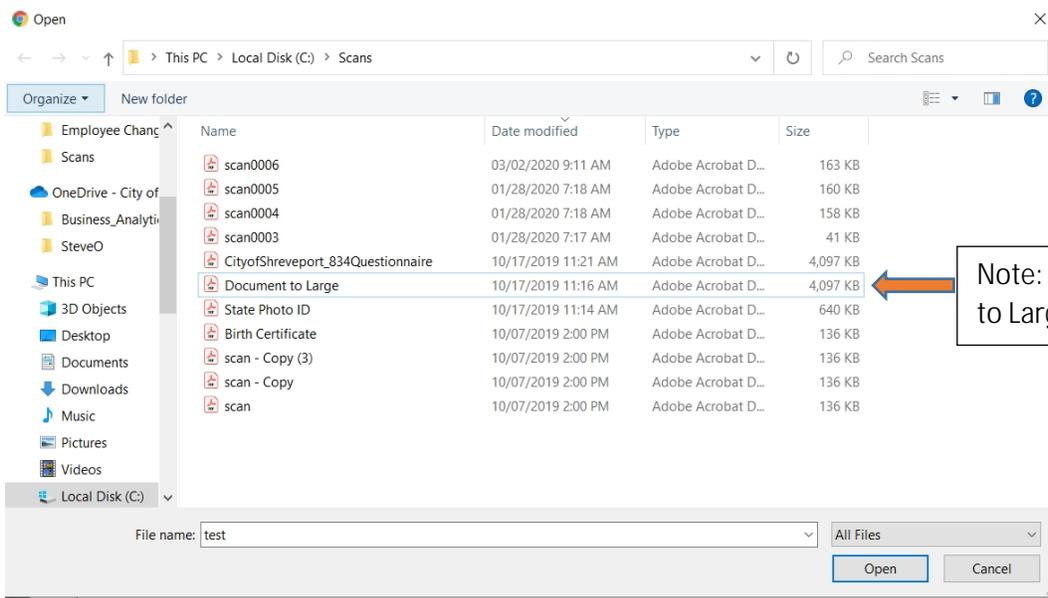
+ Select Files To Upload

Click Select Files

button to start Upload Process

a) Click Select files To Upload Button

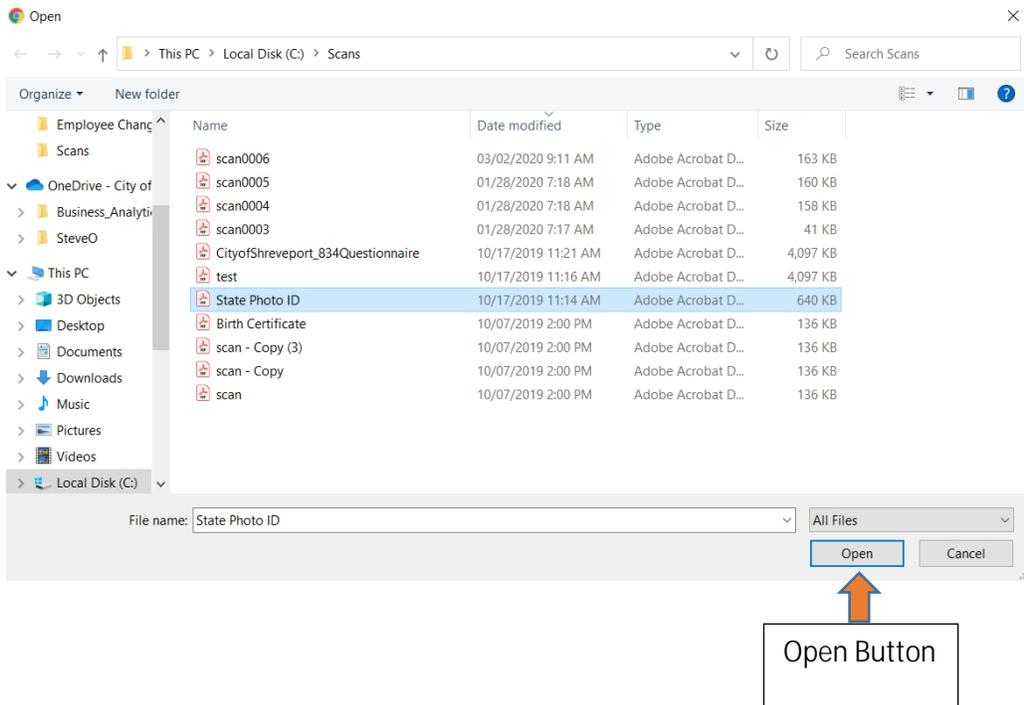
Windows file explorer or IOS documents window will open



**b) Choose File to upload and click Open button**

Please name your files appropriately for those that will review and process your request.

Note: File size limit is 2048KB, if your file is 2 large re-size the document and try again



**Repeat Step 4) for each required document for your change request**

**Documents (2)**

<input type="checkbox"/>	Filename	Created Date
<input type="checkbox"/>	<a href="#">Birth Certificate.pdf</a>	08/07/2020 11:54 AM
<input type="checkbox"/>	<a href="#">State Photo ID.pdf</a>	08/07/2020 11:54 AM

[+ Select Files To Upload](#) [Download Selected Files](#) [Delete Selected Files](#)

[SUBMIT CHANGES](#)

When complete with uploading all required documents Click Submit Changes

## Documents Review

**City of Shreveport HR Portal**  
Powered by Tyler Technologies

HOME MY HR TIMESHEET BENEFIT ENROLLMENT LOGOUT

Welcome, STEVEN M OLSON!

Home > Uploaded Documents

### Uploaded Documents

TEST - Uploaded Documents Section

Date	Comment	Status	Documents
6/16/2020	transcript	REJECTED	
6/16/2020	Address change form	REJECTED	
6/16/2020	jfalsdf;aksdjfasd	REJECTED	
8/5/2020		REJECTED	
8/5/2020	Test Photo ID	REJECTED	
8/7/2020		PENDING	
8/7/2020		PENDING	
8/7/2020	Birth Certificate	PENDING	
8/7/2020	State Photo ID	PENDING	

Comments will help keep track of documents that you have uploaded

UPLOAD

## Required Documents by Request Type

Esuite Section	Change Request Type	Documents Required
Personal Information	Name	State Photo ID, Legal Name Change, Marriage Certificate, Judgement of Divorce
Personal Information	Phone	State Photo ID
Personal Information	Email	State Photo ID
Personal Information	Address	State Photo ID
Contacts and Dependents	Emergency Contact	State Photo ID
Contacts and Dependents	Insurance Dependent	State Photo ID, Marriage Certificate, Judgement of Divorce, Birth Certificate, Legal Document
Contacts and Dependents	Beneficiary	State Photo ID
Direct Deposits	Employee Direct Deposit	State Photo ID, Blank voided Check
Tax Requests	Withholding Changes	State Photo ID, W4