Xtender for ePAFs

After you have saved your ePAF, an active link to "**Upload Documents**" will appear near the top left of the page. Once you click "**Upload Documents**", you will be automatically toggled over to the Xtender System.

If you use the Xtender System to upload documents into your department's applications/folders as well as uploading ePAF attachments, **Right Click** "**Upload Documents**", then "Open Link in Incognito Window" or "Private Tab". This should allow you to retain both sessions. If you are still having problems accessing the correct Xtender application/file, close the epaf window and clear the cache or restart the browser.

How to Upload Documents in Xtender

Option 1: Drag and drop files directly from your desktop into the Xtender System.

Option 2: After asking IT to download the Cloud Captiva Software to your computer, you can scan directly into the Xtender System using your desktop scanner.

Option 3: Select the "**Add Page**" icon
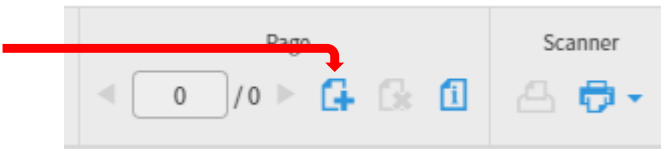
Then Select "**Choose Files**" to search for your documents.
Once your files have been chosen, click "**UPLOAD**".
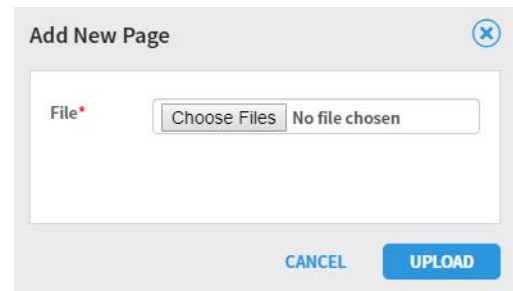
Indexing your Document

The only indexing field you need to fill out it is the "**Document Type**".

From the "**Document Type**" dropdown, either choose…

- I9-New Employee Packet
- Other EPAF Attachments

Then click "**Save**"

Afterwards, you should see a screen with your "indexed document". You will know it is indexed because the indexing fields are no longer present. Once on this page, your document has been indexed and uploaded into the system. Therefore, you can close this tab and return to your ePAF.