



**An Ancillary Health Service Network**

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- **Physical Rehabilitation**
- **Sleep Disorder Centers**
- **Respiratory Services**
- **Home Health Services**

## **How to upload documents to Paycom from desktop computer**

Log in to personal Paycom account from a desktop computer.

Click on Documents in the menu bar.

Click on ADD DOCUMENT.

Click on the drop down arrow and select the document template for the document you would like to add.

Proof of Vaccination – If you are fully vaccinated.

COVID-19 Test Results – If you are not vaccinated.

COVID-19 Exemption – If you are exempt from vaccination or testing

Click Next.

The Add (Proof of Vaccination) box will pop up.

Click the drop down arrow in the Browse box to select the file from where you saved it. Click Open to upload file.

Click ADD.

Once you have uploaded your document to Paycom, you will be required to sign.

You have successfully uploaded your document!

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**American Physical Rehabilitation Network**

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