



An Ancillary Health Service Network

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

How to upload documents to Paycom from mobile device

Log into personal Paycom account from a mobile device.

Go to EMPLOYEE SELF-SERVICE

Go to the HOME option at the bottom of the Paycom app.

Click on DOCUMENTS from the menu list. It will be about half way down the list.

Click on the + sign in the blue circle in the bottom right corner of your screen.

Once the ADD DOCUMENT box pops up, click the drop down arrow.

Select the document template for the type of documents you are uploading.

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 once you have selected your document type.

Click the drop down arrow to choose your file. Click on choose file.

Select Photo Library or where you may have the photo of your document saved.

Select the photo of your document.

Click ADD.

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

You have successfully uploaded your document!

American Physical Rehabilitation Network

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