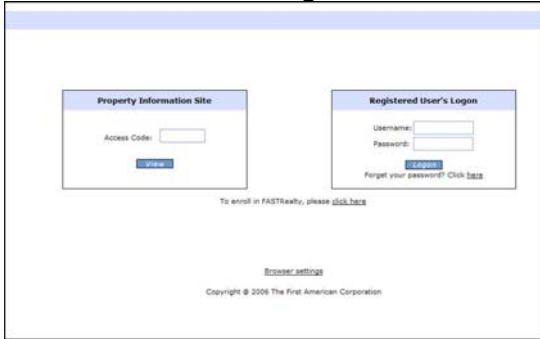


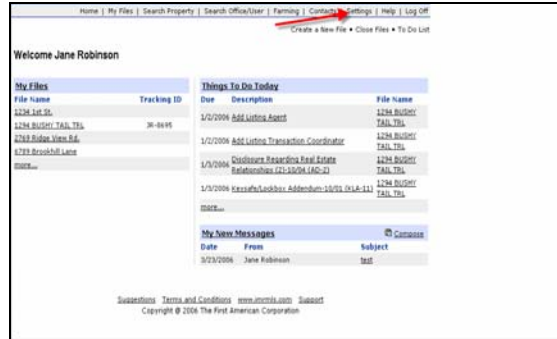
# Updating Customized To-Do Templates

Quick Reference Guide

1. Go to the Logon Page and enter your Username and Password. Click **Logon**.



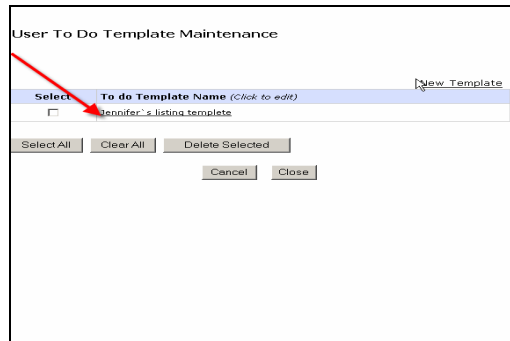
2. From the Home Page, click on **Settings**.




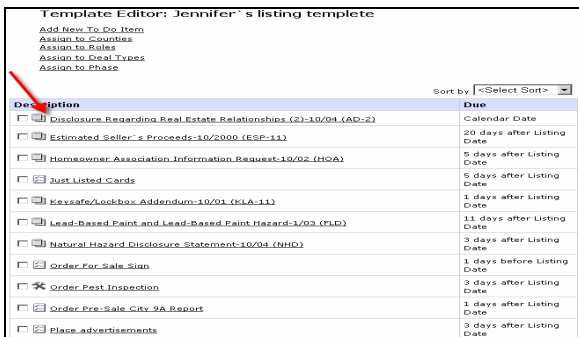
3. Select **"To Do Templates"** from the **"My Settings"** section.



4. Click on the To Do Template Name to update. **\*Each To Do Template will need to be updated.**



5. Click on a To Do item that requires uploading a document (Items with the upload icon ).



6. Select a Document Name, from the dropdown menu. Click **Save** to make changes. **Please Note:** The Document Name is a **required field**.

