



## DYCD Youth Employment Programs

# NYC Summer Youth Employment Program – Participant Enrollment Site, Document Upload

### What You Need to Get Started

In order to use the Participant Enrollment Site, please have the following information.

- **Application ID** (7-digit number associated with your participant application)
- **Last 4-digits of your Social Security #**
- **Date of Birth**
- **Access to the internet**

### Document Upload

Enrollment for the SYEP Program will take place online using a secure site. You will be required to upload images of the required documents listed within three (3) days of being selected by the lottery.

### Getting Started

Please use the steps provided below to begin your enrollment process.

1. Go to <https://documentupload.yepsonline.org>
2. Enter your Application ID, Last 4-digits of your Social Security #, Date of Birth, and the Verification Code listed on the screen
3. Select the “Continue” button
4. Select the first link under the “Forms” section to complete the Participant Enrollment Survey
5. Select the second link under the “Forms” section to complete the I9 Form
6. Select the third link under the “Forms” section to complete the W-4 Form
7. Select “Upload” to upload a document for the selected category
8. Select the document type you are providing from the dropdown and select “Next”
9. Select “Browse”
10. Select the document you wish to upload and select “Open”
11. Select “Upload”
12. Select “Return to List”
13. Continue to repeat steps 6 through 11 until all documents have been uploaded

***Please see the images below for more details.***

**Step 1:**

Go to:

[documentupload.yepsonline.org](http://documentupload.yepsonline.org)

documentupload.yepsonline.org

**NYC** Department of Youth & Community Development

**DYCD Youth Employment Program – Enrollment Site**

Please complete the information below and select "Continue" to enter the Enrollment Site and begin your enrollment.

Application ID  
[ ]  
Please only enter the numbers from you Application ID

Last 4 Digits of your Social Security #  
[ ]

**Step 2:**

Enter your Application ID, Last 4-digits of your Social Security #, Date of Birth, and the Verification Code listed on the screen.


**DYCD Youth Employment Program – Enrollment Site**

Please complete the information below and select "Continue" to enter the Enrollment Site and begin your enrollment.

Application ID  
[ ]  
Please only enter the numbers from you Application ID

Last 4 Digits of your Social Security #  
[ ]

Date of Birth  
[ ] [ ]

Verification Code  
  
 Show another code  
Type the code shown:  
[ ]

**Continue**

If you have further questions about DYCD, contact NYC Youth Connect at (800) 246-4646.


**Step 3:**

Select the "Continue" button.

Please only enter the numbers from you Application ID

Last 4 Digits of your Social Security #  
[ ]

Date of Birth  
03/16/2006 [ ]

Verification Code  
  
 Show another code  
Type the code shown:  
[ ]

**Continue**

**Step 4:**

Select the first "Click Here" link to complete your **Participant Enrollment Survey**

Participant Information		
Participant	Address	Email
Jane Smith	123 Broadway 96P Manhattan, NY 10038	skj@skdj.com

Forms		
Status	Document	Link
✗	Participant Enrollment Survey	<a href="#">Click Here</a>
✗	Form I-9	<a href="#">Click Here</a>
✗	Form W-4	<a href="#">Click Here</a>

**Step 5:**

Select the second "Click Here" link to complete your **I9 Form**

Participant Information		
Participant	Address	Email
Jane Smith	123 Broadway 96P Manhattan, NY 10038	skj@skdj.com

Forms		
Status	Document	Link
✗	Participant Enrollment Survey	<a href="#">Click Here</a>
✗	Form I-9	<a href="#">Click Here</a>
✗	Form W-4	<a href="#">Click Here</a>

**Step 6:**

Select the third "Click Here" link to complete your **W-4 Form**

Participant Information		
Participant	Address	Email
Jane Smith	123 Broadway 96P Manhattan, NY 10038	skj@skdj.com

Forms		
Status	Document	Link
✗	Participant Enrollment Survey	<a href="#">Click Here</a>
✗	Form I-9	<a href="#">Click Here</a>
✗	Form W-4	<a href="#">Click Here</a>

**Step 7:**

Select "Upload" to upload a document for the selected category

Documents		
Status	Category	Document
✗	Proof of Age	<a href="#">Upload</a>
✗	Copy of Social Security Card	<a href="#">Upload</a>
✗	Proof of Address	<a href="#">Upload</a>
✗	Proof of Family Income	<a href="#">Upload</a>
✗	Picture	<a href="#">Upload</a>

**Step 8:**

Select the document type you are providing from the dropdown and select "Next"

**Participant**  
Jane Smith

**Document Category**  
Proof of Age

Please pick the type of file to Upload

**Step 9:**

Select "**Browse**" to find the file you would like to upload

**Participant**  
Jane Smith

**Document Category**  
Proof of Age

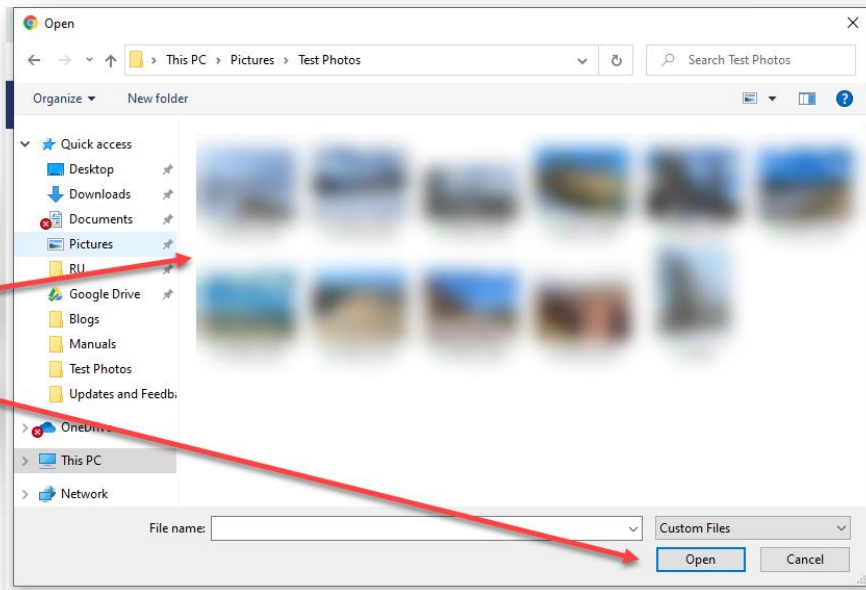
**Type of file to Upload**  
**Upload 1 of 2 Valid U.S. Passport**

Please select the file to Upload  
The file name must not contain any of the following characters: \ / : \* ? " < > |

The system only allows the file types: jpg, jpeg, gif, png, and pdf. The max file size is 10 mb

**Step 10:**

Select the document you wish to upload and select "Open"



**Step 11:**  
Select "Upload"

**Participant**  
Jane Smith

**Document Category**  
Proof of Age

**Type of file to Upload**  
**Upload 1 of 2 Valid U.S. Passport**

**Please select the file to Upload**  
The file name must not contain any of the following characters: \/: \* ? " < > |

IMG\_2522.jpg

The system only allows the file types: jpg, jpeg, gif, png, and pdf. The max file size is 10 mb

**Step 12:**  
Select "Return to List" to upload the next document

**Participant**  
Jane Smith

**Document Category**  
Proof of Age

**Type of file to Upload**  
Valid U.S. Passport

**Name of file Uploaded**  
IMG\_2522.jpg;IMG\_2522.jpg are uploaded successfully.

You have successfully uploaded your document. Click Return to List to upload another document.

Notice a green check mark will appear next to the successfully uploaded document.

**Step 13:**  
Continue to repeat steps 6 through 12 until all documents have been uploaded.

Status	Category	Document	Upload
✓	Proof of Age	Valid U.S. Passport	<a href="#">Upload</a>
✗	Copy of Social Security Card		<a href="#">Upload</a>
✗	Proof of Address		<a href="#">Upload</a>
✗	Proof of Family Income		<a href="#">Upload</a>
✗	Picture		<a href="#">Upload</a>

**Please note:** If you have a document that is more than one page, only the first page of the document needs to be uploaded. Please remember that the acceptable file types are jpg, jpeg, gf, png, and PDF. The maximum file size is approximately 10MB.