# Uploading a Document to PIE

1. Log into the PIE system by clicking the following link, or cutting and pasting it into a browser:
   https://share.dcf.wisconsin.gov/pie/default.aspx

2. Select Forms Authentication from the drop down. Enter your username (do not enter WIEXT\) and password. Check the box 'Sign me in automatically,' then click Sign In.

3. Once you are logged in, click on your facility's document library.
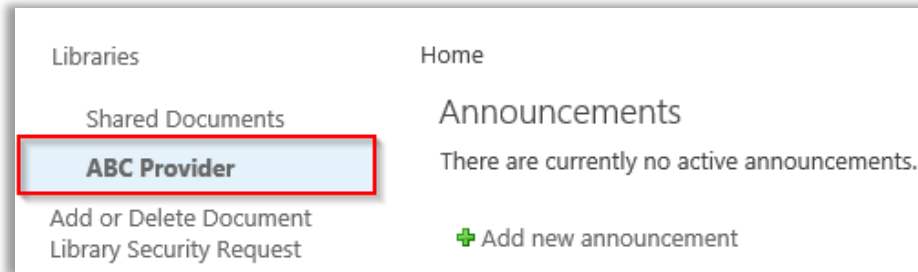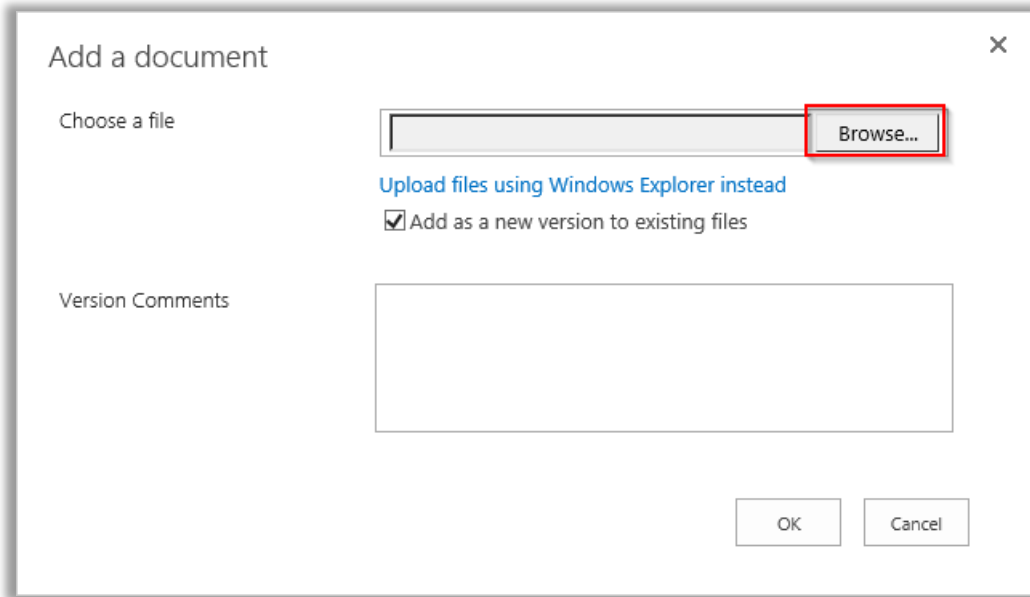

4. Click on the folder where the file needs to be uploaded to. For example, if you are the Caregiver Background Check Lead for your facility, you will want to click on that folder.
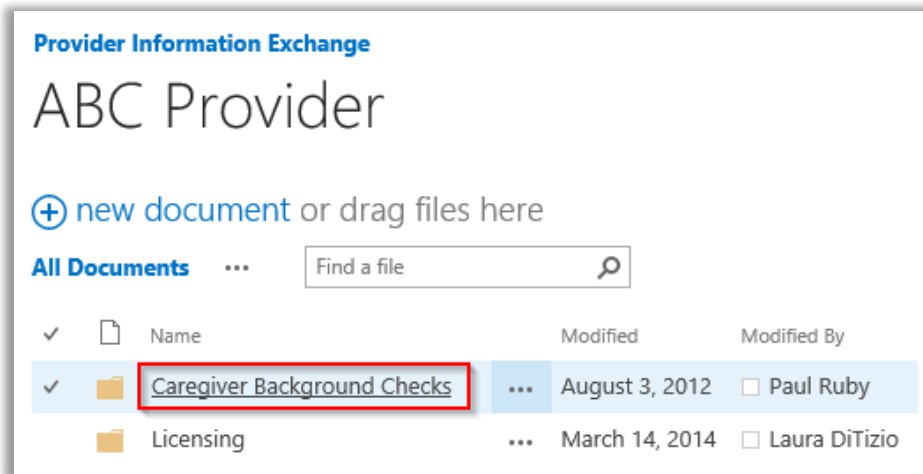
5. At the top of the page, click the Files tab to expand the menu.

6. In the Files menu, click Upload Document.
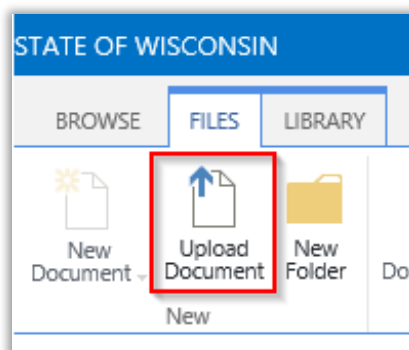
7. On the Add a document screen, click Browse.

8. Navigate to the file you wish to upload, select it, and click Open.

9. On the Add a document screen, click OK to upload the document.

10. Your document should now show in the folder. The document will also have a green icon next to it, indicating it is newly uploaded.