Completing a Regulatory Information Request

When to Use This Event

Use this guide to walk you through completing a regulatory information request in Workday. You will need to run a report, download to excel, enter information, and upload files to Workday.

Running the report

1. Type *RPT Regulatory Information Request* into the search bar at the top of the screen
2. Click on the report
3. You will see the report populated with some of your personal information
4. *Download* the report by clicking the *Excel icon* in the upper righthand corner

Completing the report

1. *Save* the report on your computer
2. *Enter* a response for each question
3. *Save* the completed report
4. *Gather* the necessary required documentation
   a. Image of Gov. Issued ID (driver's license, state ID, passport, etc.)
   b. Resume or Bio
   c. Photo taken within the last 30 days (passport style)
   d. Completed workday report

Uploading the report and documentation to Workday

1. Type *Maintain My Worker Documents* into the search bar at the top of the screen
2. *Click* on the Maintain My Worker Documents task
3. Click *Add*
4. For each file:
   a. Select the file from your computer
   b. In the Document Category field enter *Regulatory Documentation*
5. Click *Upload* to continue uploading each document
6. When finished uploading, click *OK*
7. You are then finished

*Please note: You can return to this page to see this documentation at any time

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