



## Steps to Submit Documents

to HR Risk Management for the regulatory file, via eSmartFile Manager

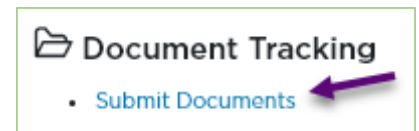


### System:

Log into eSmartFile Manager: <https://esfm.appl.kp.org/esfm-ui>

### Screen (Submit Documents):

Click on Submit Documents under Document Tracking



### Five step process to submit documents:

1. Select the file you want to submit (or drag and drop)
  - PDF Format Only
2. Look up and select the employee
  - (Employee ID, NUID, or Name – click on the Employee ID to select the correct employee)
3. Select the document type (from dropdown list)
4. Enter Document Date
  - See prompt under the Document Date
5. Click Submit
  - Comments are optional and are notes to the HR Team to assist with processing. The comment does NOT carry over to the file.

Select a file*	1	<input type="button" value="+ Select"/>	Only .pdf files are allowed.
Search for Employee*	2	<input type="text"/>	
Document Type *	3	<input type="text" value=""/>	
Document Date*	4	<input type="text" value="mm/dd/yyyy"/>	Enter Completion Date for Training/Competency or Expiration Date for LCRC
Comments		<input type="text"/>	
	5	<input type="button" value="Submit"/>	

*Note: Email and fax submissions will no longer be accepted*

### Document Types to Submit to eSmartFile Manager for the HR Regulatory File:

- **Regulatory Required Education & Training**, including Department Orientation, Initial Competency, etc.
- **Conditions of Employment**, including BLS, Drivers License, etc. (items that cannot be Primary Source Verified or can not be imported from KP Learn or HealthStream)
- **For a detailed list** refer to the Staff File Documents: Handling, Storage & Retention posted on the home page of eSmartFile Manager (on or after 12/9/2020)

For any questions, please contact your local HR Risk Management Consultant.