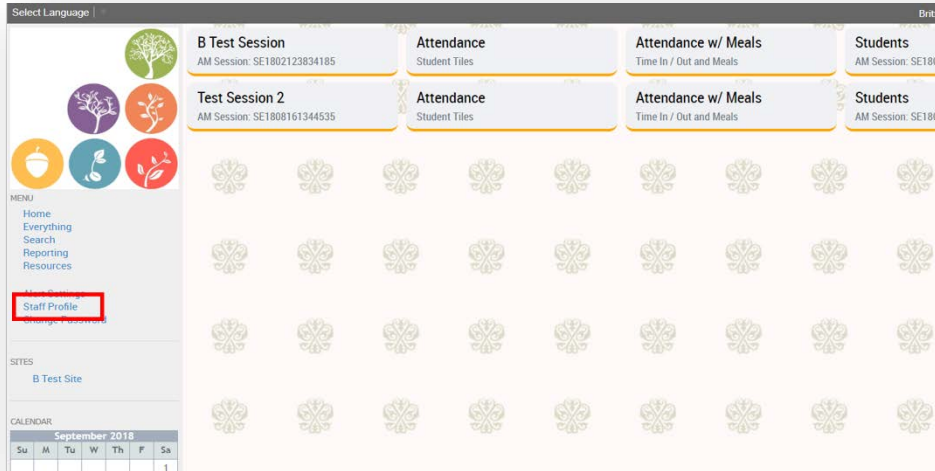
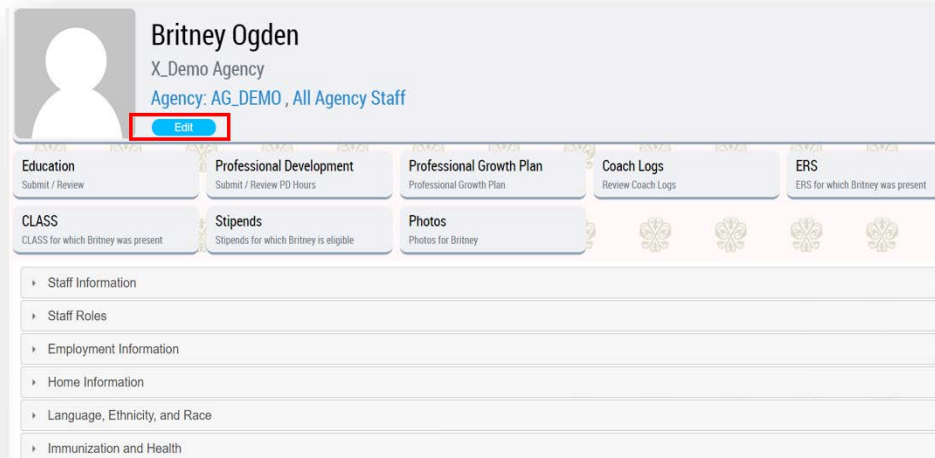


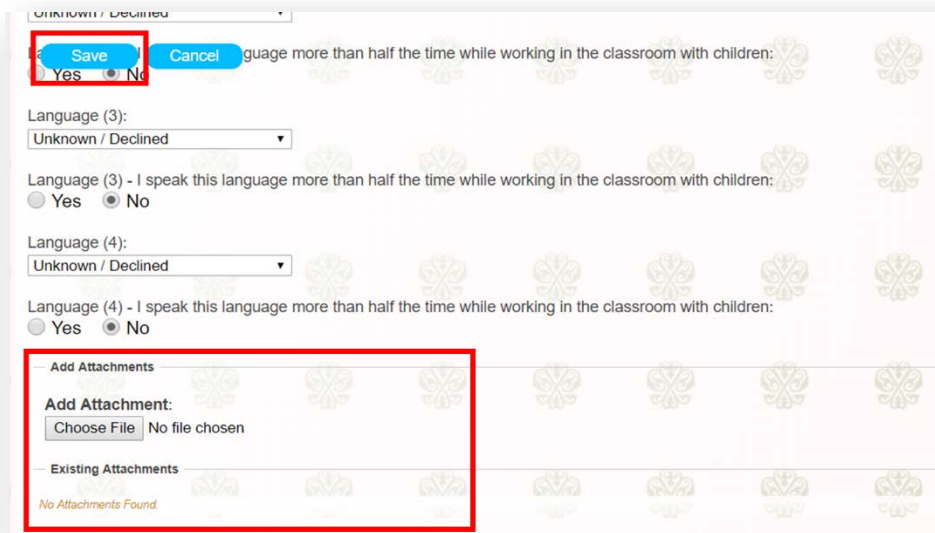
How to Upload Documents to Pinwheel



Step 1: Log into Pinwheel and select Staff Profile



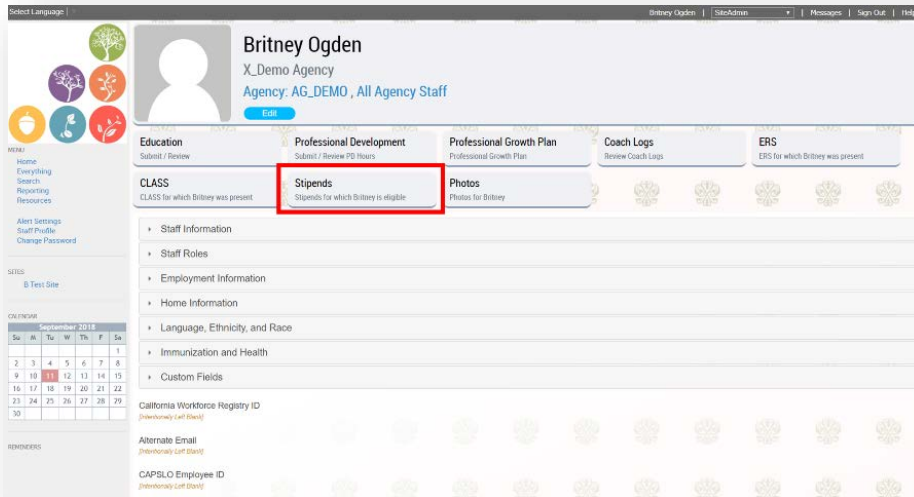
Step 2: Once on your Staff Profile, select Edit



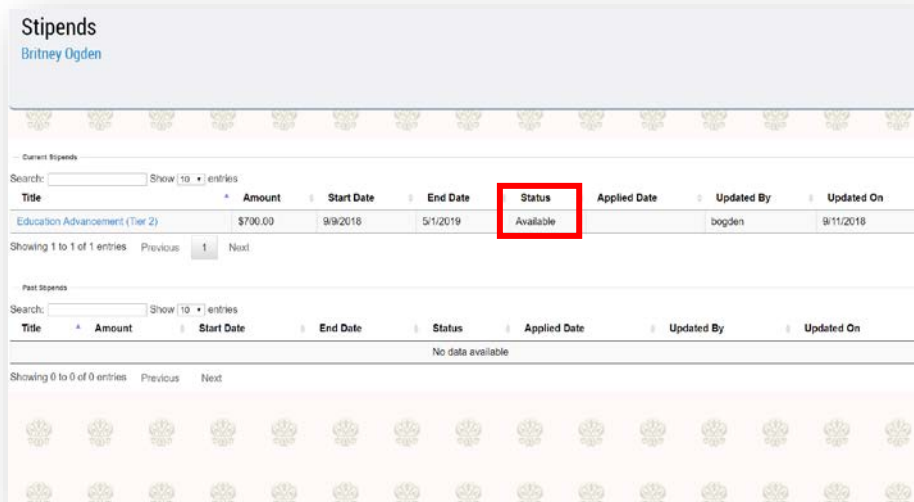
Step 3: Scroll down to select Choose File and press Save to complete upload

Step 4: Repeat Step 3 if uploading multiple documents

How to Check Stipend Status in Pinwheel



Step 1: From your staff profile, click on the Stipends tile



Step 2: Once on the Stipends page, look under the Status section where you will see one of the statuses below

Definitions of Stipend Statuses

- **Available** – Have not yet applied
- **Applied** – Application received
- **Application Pending** – Awaiting documentation
- **Accepted** – Request has been received
- **Approved** – Stipend approved by QC staff
- **Paid** – Payment request has been sent to CAPSLO Finance/Payroll

*Please, allow 3-6 weeks for processing