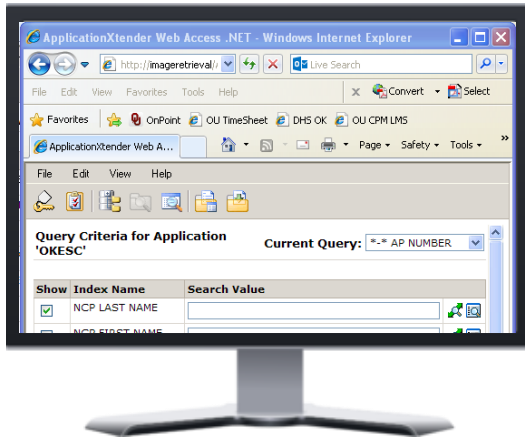


Objective

View ESC Documents

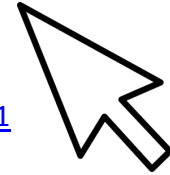
Follow these simple steps to locate and view documents uploaded by the Employer Services Center (ESC). Documents can be searched by NCP first or last name, AP number, document title, document generation date, and scan date.



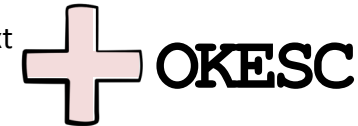
Tip:

For best results, search by AP number (use a leading zero - i.e., 0111111). All documents associated with that AP number will appear, allowing you to search for a particular document.

- 1 Follow this link:
<http://imageretrieval/AppXtender/Main.aspx?DataSource=OTGCSED01>



- 2 Click on the **PLUS** sign next to OKESC



- 3 Double-click on the field to select the search parameter desired
Click **OKAY** in the box that appears



- 4 Enter query criteria (AP number, NCP name, etc.) and click **SUBMIT**



Results

Documents will appear

If no document results are found, return to step 3 and try different search parameters

