

Attaching Documents to the POI-Volunteer ePAF

In cases where you have volunteers who are minors, you must upload the [Parental Approval and Authorization to Treat Minors Form](#) for each minor volunteer. You may do this via a Person of Interest ePAF in myUFL. To do so, follow the steps outlined in the [Adding A New Volunteer When The Volunteer’s UFID Is Known](#) instruction guide or the [Adding A Volunteer When The Volunteer Does Not Have a UFID](#) instruction guide, then follow the steps below.

my.ufl.edu navigation:

Main Menu → Human Resources → UF Departmental Administration → ePAF Homepage

In the person of interest section:

1. Click the **Documents** button to upload this form
2. A new tab for OnBase (UF’s document management system) will open
 - a. You will not lose your place in myUFL
3. Click the **Blue Arrow** (upload icon)
4. Click the **Choose File** button and locate the appropriate Parental approval and Authorization to the Treat Minors form
5. Click the **Import** button
6. You will see a notification stating **Imported Successfully** at the top of the page
7. Click the **Exit** button to the right to return to myUFL
8. On the pop-up click the **Yes** button

For Assistance with the volunteer tracking system contact volunteer@hr.ufl.edu.