

## Kiteworks Instructions for Contractors

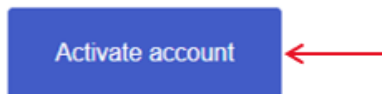
1. Contractors should request a link to Kiteworks from the OFCCP point of contact identified in the Scheduling Letter.
2. The OFCCP point of contact will send a secure email message to the contractor allowing access to Kiteworks.
3. Click the “Activate Account” button within the email to access Kiteworks.



██████████ requests that you upload files to "Kiteworks"

Upload link expires: Aug 14, 2023

To upload files, please activate your account by creating a password.



4. Create account with your email address and create a password.
5. An email will be sent to the email address used to create the account, allowing the contractor to activate their Kiteworks account.

6. Log in and select the email from the OFCCP point of contact.



7. Add files from your computer that you wish to submit to OFCCP. After you finish adding the files, click the “Upload” button.

Protected by Kiteworks PCN H

has requested files from you  
This request expires Aug 15, 2023, 7:59 PM

Subject: File request: Test

Test

Files to send back to

Add Files

File name	Size	Action
Test.docx	11.7 KB	

Reply to (optional)

**User Tip:** Attachments will appear like the image. A .ZIP will automatically be created when folders are attached. The Internet ZIP Tool, is unable to ZIP folders greater than 1.3GB. To avoid an error, use WinZip to zip the entire folder before uploading to Kiteworks. Then file size does not matter.

8. OFCCP point of contact will receive an email notification when the files are uploaded successfully. You may contact the OFCCP point of contact to confirm your submission.