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Setting up the My TOKN console

2.4 How to upload your signed company SWMS

Upload your SWMS via the console to make them available when your company users log into the App.

Select the **List Manager** link in the App Data section.

Click on the third row in the list, titled **SWMS**.

To add a new SWMS, click on **NEW ITEM**.

Add an ID and title for the SWMS and click on **Choose a file** to upload the document.

Select **ADD**.

The newly uploaded SWMS will now appear in the SWMS list and be accessible via the NECA Safe Digital App.

