

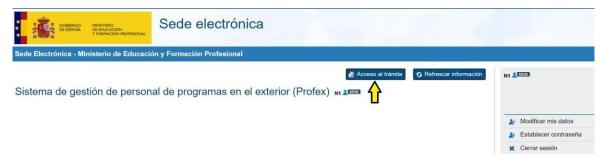


To upload additional documents to your CV on Profex as attached documents, you need to do the following:

- Access Profex: <u>https://sede.educacion.gob.es/profex/</u> Click on *Mantenimeinto del CV*
- 2. On the next website (https://sede.educacion.gob.es/sede/), log in with your username and password.



3. Now that you're logged in, click on: Acceso al trámite



4. In the next screen, click on Documentos anexos/Attached documents

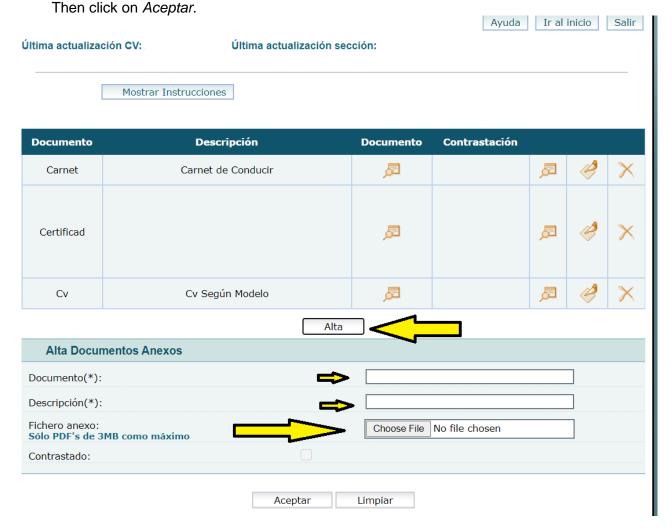






5. Now click on *Alta*, and in the section below, fill out the fields marked with *: Documento – *document* (only one short word),

Descripción – *description*, write a short description of the document, and upload your file.



6. In the next screen, you'll see the message "*El proceso terminó correctamente*", which means you successfully uploaded your document. You'll see the document in the table below.



7. If you need to upload more documents, kindly repeat steps 4 and 5.