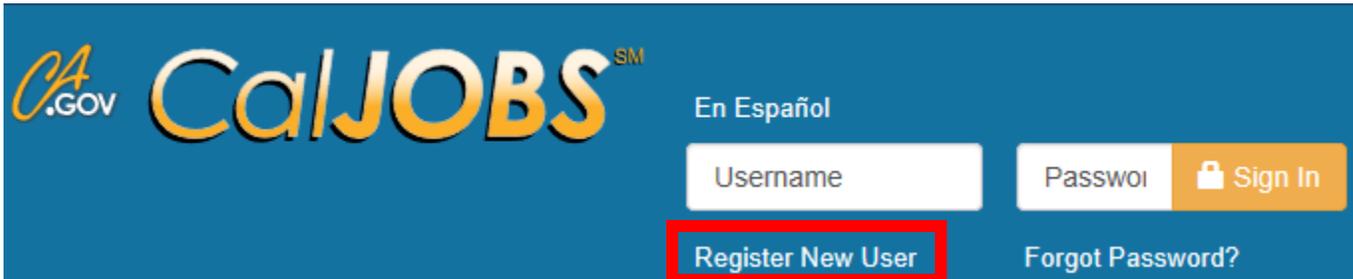


# INSTRUCTIONS FOR UPLOADING DOCUMENTS THROUGH THE CaIJOBS MESSAGE CENTER

in order to Become A Member with Riverside County Workforce Development

Visit <https://www.caljobs.ca.gov>

LOG INTO YOUR CaIJOBS ACCOUNT OR “REGISTER NEW USER” TO CREATE AN ACCOUNT

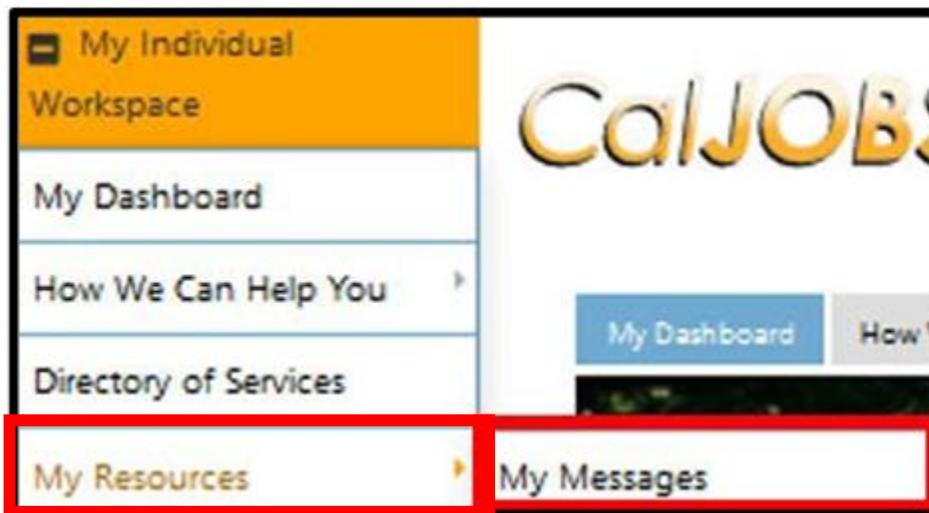


AFTER LOGGING INTO YOUR CaIJOBS ACCOUNT,  
CLICK THE ENVELOPE TO GET YOUR MESSAGES



You have 236 new or unread messages.

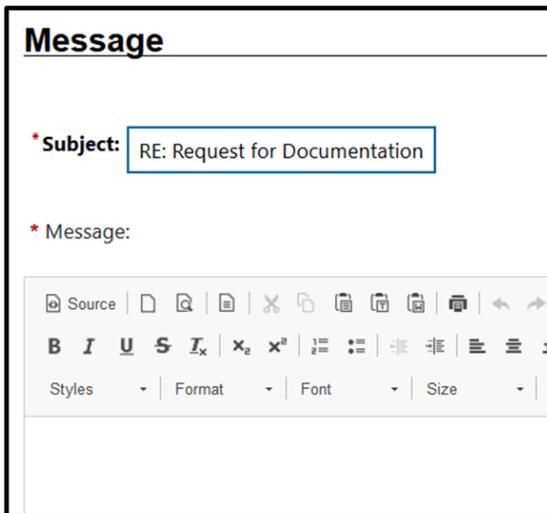
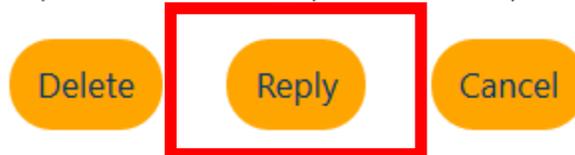
OR, CLICK LEFT MENU “MY RESOURCES”, THEN “MY MESSAGES”



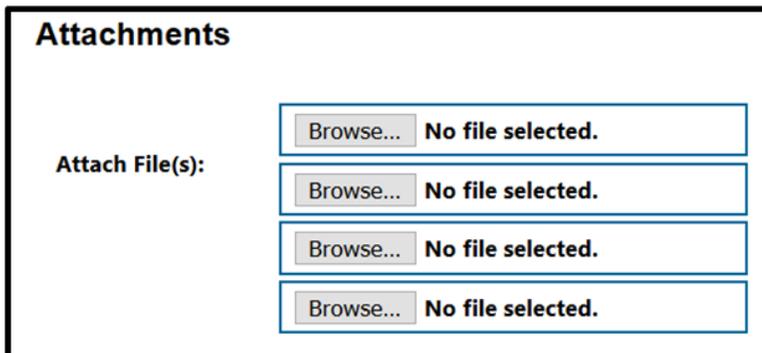
## OPEN MESSAGE, CLICK REPLY



[ [Mark As Read](#) | [Delete Selected Item\(s\)](#) | [Mark As Unread](#) | [Move To Folder](#) ]



ENTER REPLY



ATTACH DOCUMENTS



CLICK SEND