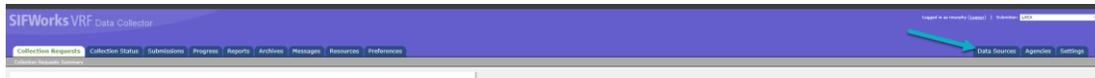# EMIS - CC or CJ Record Upload Process

When preparing the initial & Final Staff EMIS collection, CC and/or CJ records must be uploaded separately into the Data Collector using the process outlined below.

- o Once you have extracted your data, login to SIFWorks VRF Data Collector and select the **Data Sources** tab on the far right:

- o Select **Other Data Sources:**

- o Under Actions, select **Manage:**

- o Select **Upload File:**

- o Choose your file to upload and click the **Upload** option: