UPLOADING DOCUMENTATION



Uploading documentation for dependents Navigation Steps: From your springboard, click on the **Personal Information** Icon.



My Documents Navigation Steps: Click Document Records.





Step 3

Adding Documents

Navigation Steps: Click on the + Add sign.

Document Records	This button is a light grey color and can be hard to see.
Search by type, name, or numbe Show Filters	



Choosing Document Type

Navigation Steps: **Use the drop down menu** to select the most appropriate Document Type. You can type the name of your document in the Document Type field to view a shorter list.

Document Details



Uploading Documentation

Step 5

Adding Document

Navigation Steps: Scroll down the page until you see **Attachments**. Click in the **Drag file here or click to add attachment.** Then click **Add File**.

*Document Type	
Birth certificate	\sim
Category Benefits	
Subcategory	
Context Value	
	\sim
Attachments	
Drag files here or click to add attachment	
Add File	
Add Link	

Step 6 Step 7

Choose Document

Navigation Steps: Navigate to your document and add.

Confirm you have Added Document

Navigation Steps: Once you have added the document, it will appear in the Attachment section. **You can view your document by clicking the** \pm icon.



Uploading Documentation

Submit Document

Step 8

Step9

sho	Navigation Steps: Scroll to the top of the page and click Submit .				
	Add Document		Su	b <u>m</u> it	
ep 9	Review Upload Once you have submitted your document, th page will populate. You can review the page uploaded and submitted your document.	e Document Records to ensure you have			
Document Record	5		± Download	+ Add -	
Search by type, name, or nun	be Q Show Filters Excluded Payroll × Expired ×				
			Sort By Last Updat	ed - Descending 🗸	
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