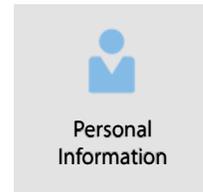


UPLOADING DOCUMENTATION

Step 1

Uploading documentation for dependents

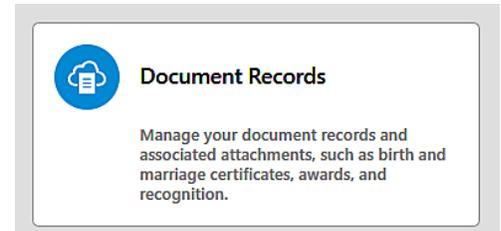
Navigation Steps: From your springboard, click on the **Personal Information** icon.



Step 2

My Documents

Navigation Steps: Click **Document Records**.



Step 3

Adding Documents

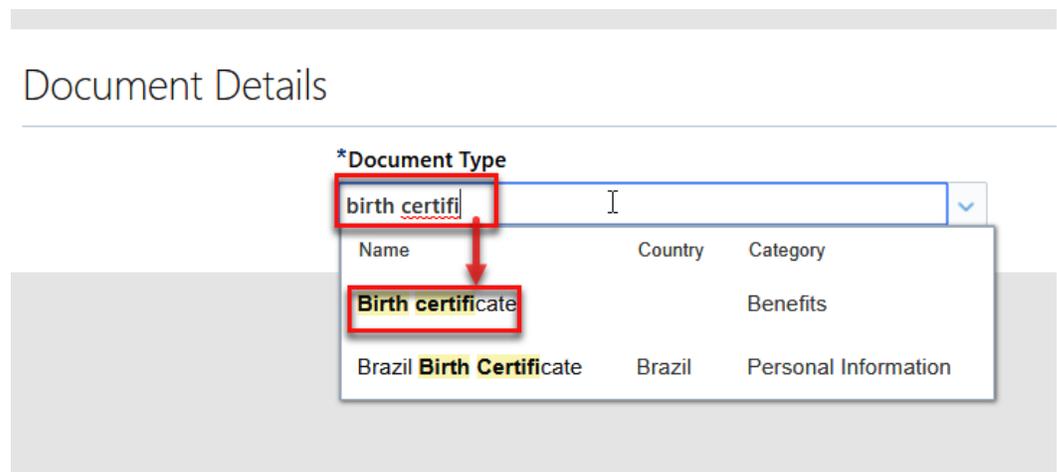
Navigation Steps: Click on the + **Add** sign.



Step 4

Choosing Document Type

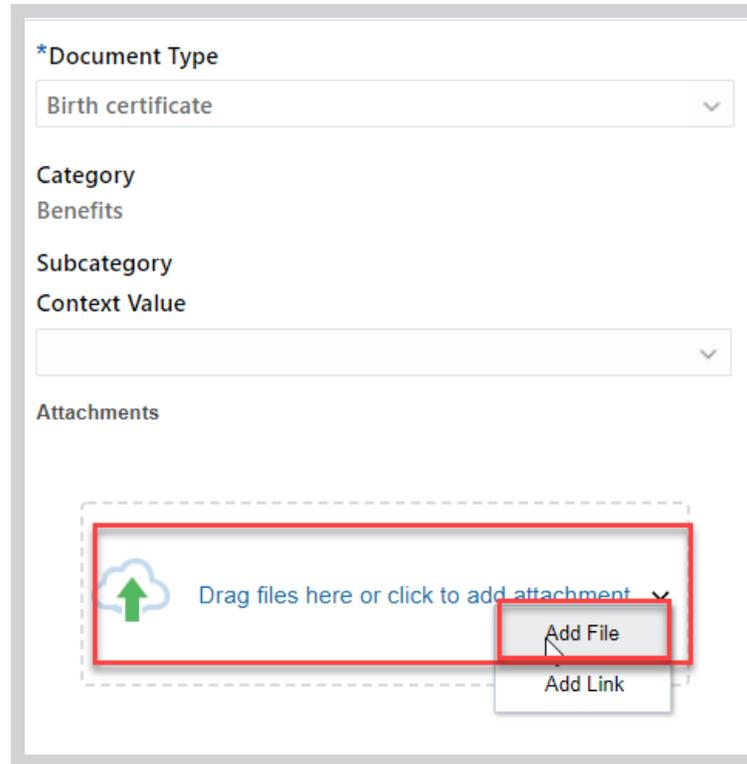
Navigation Steps: **Use the drop down menu** to select the most appropriate Document Type. You can type the name of your document in the Document Type field to view a shorter list.



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**.



Step 6

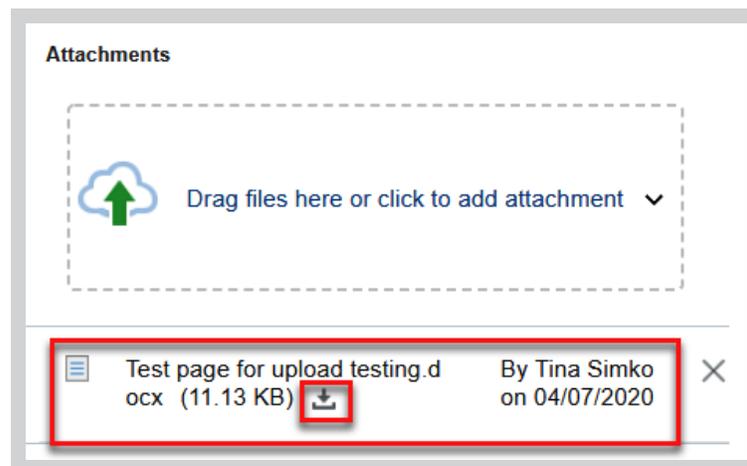
Choose Document

Navigation Steps: Navigate to your document and add.

Step 7

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  icon.**



Step 8

Submit Document

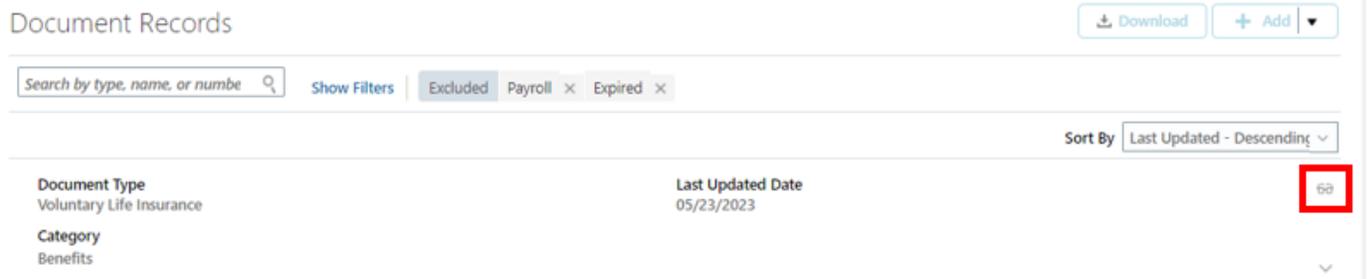
Navigation Steps: Scroll to the top of the page and click **Submit**.



Step 9

Review Upload

Once you have submitted your document, the **Document Records page will populate**. You can review the page to ensure you have uploaded and submitted your document.



Document Details

Document Type	Country
Voluntary Life Insurance	All Countri
Category	Subcatego
Benefits	Enrollment
Context Value	

Attachments

Preview [Voluntary Life Insurance Sun Life enrollment form_07.1.2023.pdf](#)

Voluntary Life Insurance Sun Life enrollment form_07.1.2023.pdf (528.02 K)

The download icon is highlighted with a red box.