

UPLOADING DEPENDENT DOCUMENTATION

Dependent Documents

Dependent verification documentation will be required on all newly added dependents. Health elections containing newly added dependents will pend until documentation is received, reviewed, and approved by an administrator. Coverage records are NOT sent to the carriers if the record is pending verification.

Uploading a Document

Step 1

- Navigate to the Spouse & Dependents screen.



Step 2

- Click on the dependent for which you need to add documentation.


Dependents						
Name	SSN	DOB	Sex	Relation	Uploads	+
Spouse Test	***.4651	1/1/1990	M	Spouse	0	
Child Test	***.4132	1/1/2005	M	Child	0	

Step 3

- Scroll down to the Upload Documentation section and click the up arrow icon.

Upload Documentation

If you have any documentation your employer has requested to see related to your personal information or dependent documentation, such as proof of address, citizenship, relationship documentation, you can upload images of that documentation here. All images will be stored with your record with your employer.

 Upload from my computer
Using this option you may upload files directly from this computer. Click the upload icon and follow the instructions on the dialog pop-up.

File Name	Document Type	Size	Uploaded By	Date
No items found.				

Step 4

- Select the appropriate file from your computer or phone by clicking “Choose File”.

Upload Documentation

Choose File No file chosen

File Name:

Document Type:

Ok Cancel

Step 5

- Once uploaded, pick the appropriate Document Type from the dropdown menu and hit Ok.
 - Acceptable file types are: PDF, JPEG, PNG, and GIF.

Upload Documentation

Choose File Birth Cert.pdf

File Name: Birth Cert.pdf

Document Type: Birth Certificate

Ok Cancel

Step 6

- Make sure the document appears on the dependent's record and then hit **Save**.



Upload from my computer

Using this option you may upload files directly from this computer. Click the upload icon and follow the instructions on the dialog pop-up.

File Name	Document Type	Size	Uploaded By	Date	
Birth Cert.pdf	Birth Certificate	16.99 KB			✕

Save

Cancel