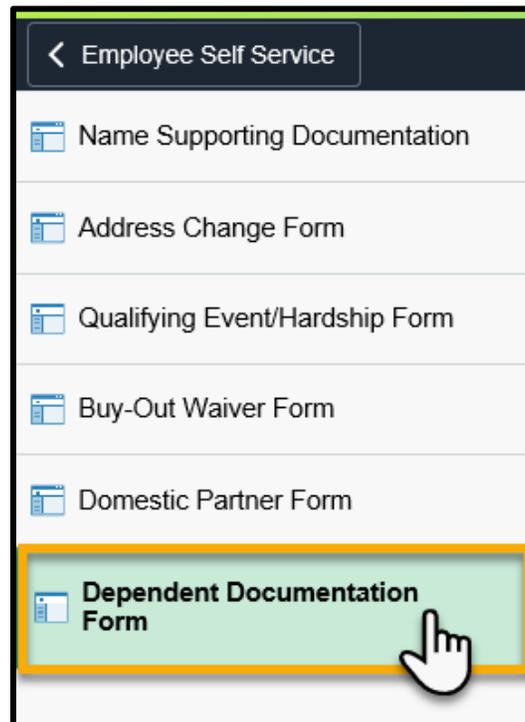


Submitting Supporting Documentation for Benefits Changes

1. After successfully authenticating and logging into **PeopleSoft HR**, Click on the *Upload Supporting Documents* tile.

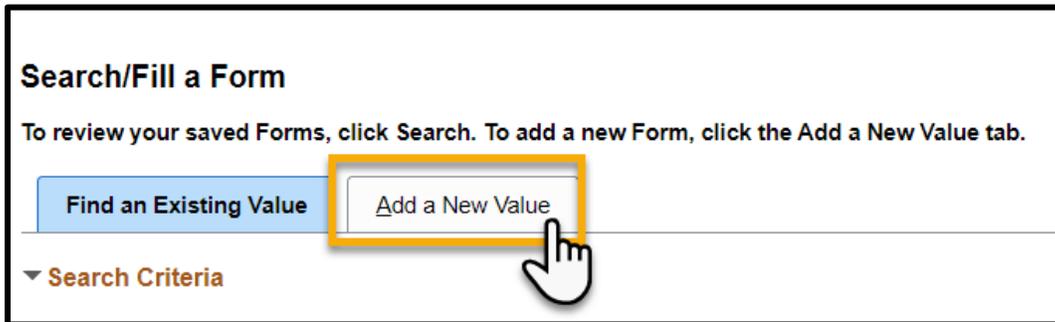


2. Select the appropriate form for your event. *(Be sure your selection is highlighted)*



Submitting Supporting Documentation for Benefits Changes

3. Select the **Add a New Value** tab to create a new form.



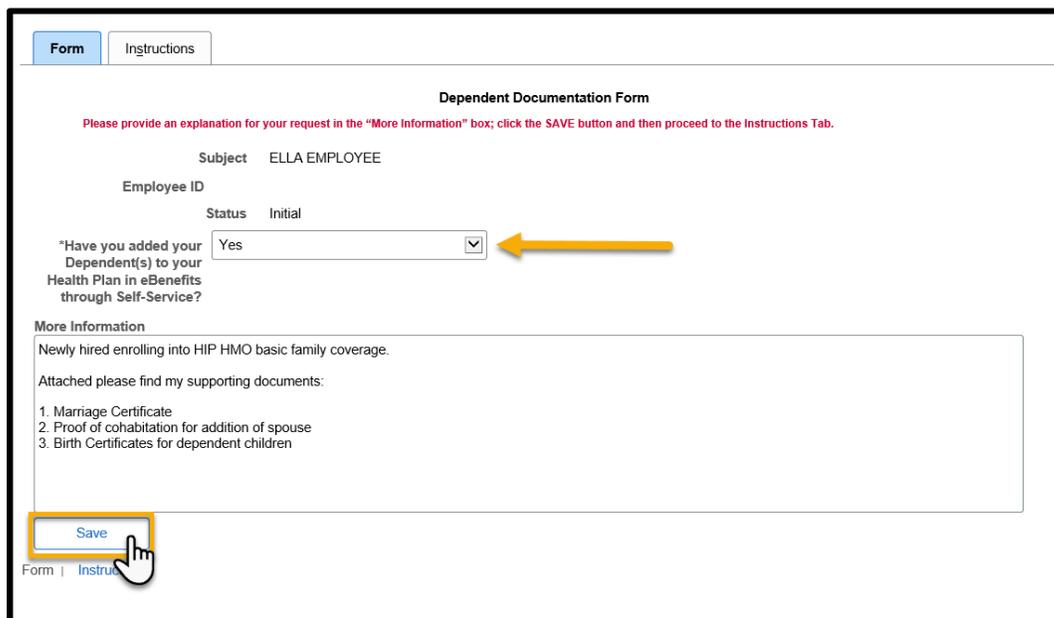
Search/Fill a Form

To review your saved Forms, click Search. To add a new Form, click the Add a New Value tab.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

4. You will then **answer the question** posed on the form and provide an explanation for your request. Click the **Save** button, then proceed to the **Instructions** tab.



Form | Instructions

Dependent Documentation Form

Please provide an explanation for your request in the "More Information" box; click the SAVE button and then proceed to the Instructions Tab.

Subject: ELLA EMPLOYEE

Employee ID

Status Initial

*Have you added your Dependent(s) to your Health Plan in eBenefits through Self-Service? Yes

More Information

Newly hired enrolling into HIP HMO basic family coverage.

Attached please find my supporting documents:

1. Marriage Certificate
2. Proof of cohabitation for addition of spouse
3. Birth Certificates for dependent children

[Save](#)

Form | Instru

Submitting Supporting Documentation for Benefits Changes

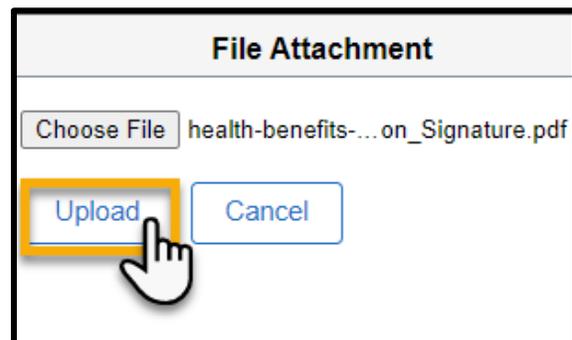
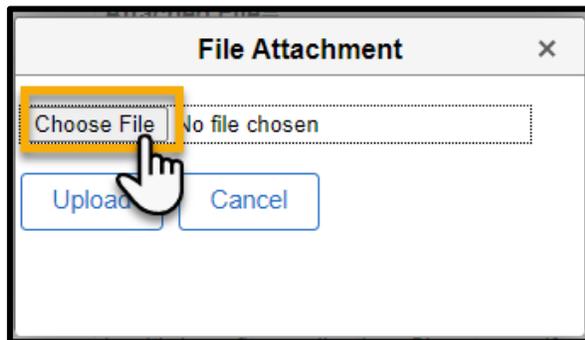
5. The **Instructions** tab will explain which supporting documents are acceptable, where to attach and how to submit your request.

6. After you have read the instructions, select the **Attachments** tab.

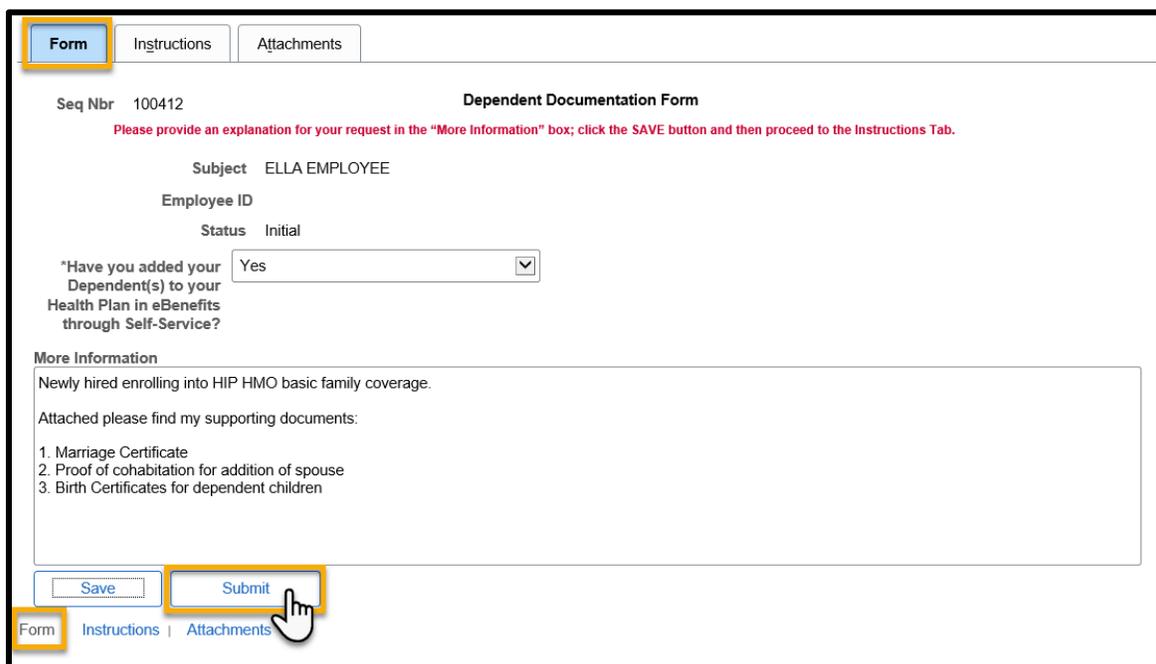
Click the **Open** links to view and/or print the different blank forms. Complete these form(s) with the appropriate information, if applicable. Then scan any supporting documents and attach the electronic documents by clicking the **Attach** button. You can add additional attachments by selecting the **+** button and delete them by selecting the **-** button.

Submitting Supporting Documentation for Benefits Changes

7. The File Attachment pop up appears. Click the **Choose File...** button to search for your document. After finding your document, click the **Upload** pushbutton to upload your document.



8. After you have attached all files, go back to the Form tab. Click the Submit button at the bottom for your Form to be sent to HRSS/HHC Corporate Benefits for review.

A screenshot of a web form titled 'Dependent Documentation Form'. At the top, there are three tabs: 'Form', 'Instructions', and 'Attachments'. The 'Form' tab is selected and highlighted with a yellow box. Below the tabs, the form contains the following information: 'Seq Nbr 100412', 'Subject ELLA EMPLOYEE', 'Employee ID', 'Status Initial', and a dropdown menu for 'Have you added your Dependent(s) to your Health Plan in eBenefits through Self-Service?' with 'Yes' selected. Below this is a 'More Information' section with a text area containing 'Newly hired enrolling into HIP HMO basic family coverage.' and a list of supporting documents: '1. Marriage Certificate', '2. Proof of cohabitation for addition of spouse', and '3. Birth Certificates for dependent children'. At the bottom of the form, there are two buttons: 'Save' and 'Submit'. The 'Submit' button is highlighted with a yellow box and a hand cursor. At the bottom left, there are three tabs: 'Form', 'Instructions', and 'Attachments'. The 'Form' tab is selected and highlighted with a yellow box.

Submitting Supporting Documentation for Benefits Changes

9. The following screen will appear that shows the status as Pending. Click the **OK** button at the bottom.

The screenshot displays a web interface titled "Dependent Documentation Form". At the top, it shows "Subject ELLA EMPLOYEE". Below this is a section labeled "Review/Edit Approvers". Inside this section, there is a dropdown menu showing "Dependent Documentation Form: 100412:Pending" with a "View/Hide Comments" link. Below the dropdown, there are two status entries: "Skipped" for "ELLA EMPLOYEE" (eBenefits_Approvals, 11/12/21 - 2:23 PM) and "Pending" for "Multiple Approvers" (eBenefits_Approvals). At the bottom of the interface, there is a blue "OK" button with a hand cursor pointing to it.

If you have any questions about your elections you can contact HRSS/NYC Health + Hospitals Corporate Benefits by phone at (646) 458-5634 or by email at HHCBenefits@nychhc.org.