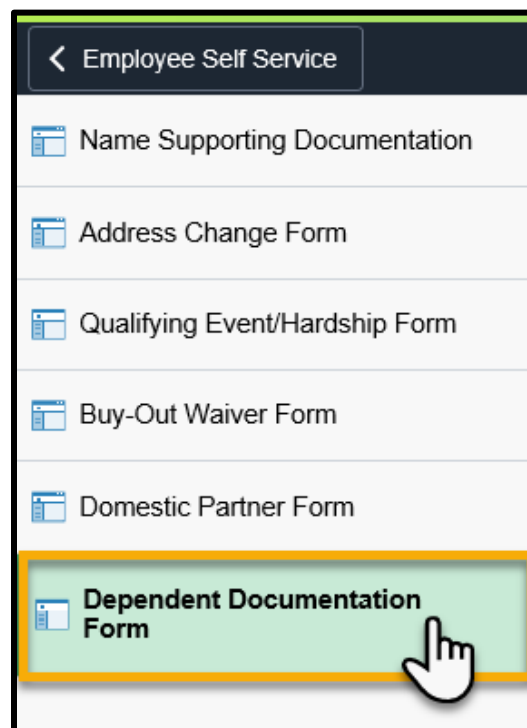


Submitting Supporting Documentation for Benefits Changes

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.

Form **Instructions** Attachments

Dependent Documentation Form

If you have not added your Dependent to your Health Plan in eBenefits, please navigate to Main Menu>Self Service>Benefits>Benefits Enrollment, to update your Coverage and then submit applicable forms.

1. **Please go to the Attachments tab and attach the necessary documentation (see below for details).**
2. Appropriate documentation of marital status or dependent child relationship is required. This documentation may consist of:
 - Marriage or Birth Certificate
 - Adoption or Guardianship papers
 - Copies of Tax Returns indicating a step-child is claimed as a dependent
 - For a complete list of required documentation, please go to the Attachments tab and click on the **Open** link for the **New Documentation Requirements**.
3. Please provide the appropriate documentation, click the **Attach** button to submit a scanned copy on the Attachments tab.
4. If adding a dependent who was dropped during the Dependent Eligibility Verification Audit, please submit the equivalent supporting documentation that was required during the audit, this could include:
 - Federal Tax Return within the last two years listing your spouse (Please only send the first page of your Federal Tax Return and block out all Social Security numbers and monetary amounts)
 - Proof of Joint Ownership issued within the last six months

4. **After attaching all required documents on the Attachments tab, return to the Form tab and click Submit.**

For instructions on how to scan and upload documentation, please read the How to guide on the ESS website: <http://ess.nychhc.org>

Form **Instructions** Attachments

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.

Form Instructions **Attachments** New Window

Seq Nbr
Subject ELLA EMPLOYEE

After attaching all required documents, please return to the Form tab and click **Submit** to finish submitting your supporting documentation.

Download Templates

Description	Attached File	Open
1 Dependent Verification	Dependent-Verification.pdf	Open
2 Summary Program Description	SFF_Updated	Open
3 Health Benefit Application	health-benefits	Open

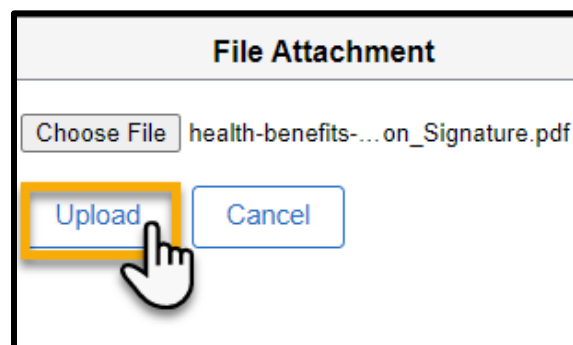
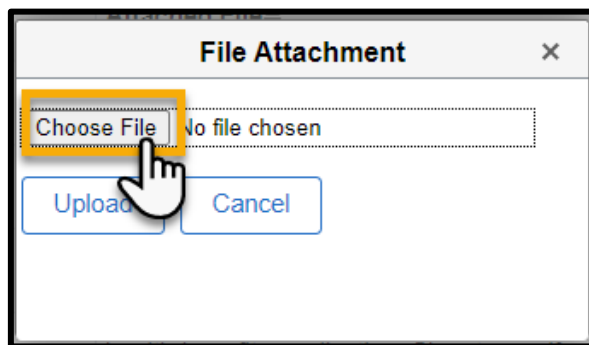
Upload your attachments

Description	Attached File	Attach	Open	
1 Marriage Certificate	Supporting_Document.pdf	Attach	Open	+ -
2 Tax Return 2020	Supporting_Document.pdf	Attach	Open	+ -
3 Birth Certificate for child	Supporting_Document.pdf	Attach	Open	+ -

Form Instructions **Attachments**

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.

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 card for "Dependent Documentation Form: 100412:Pending" with a "View/Hide Comments" link. The card lists two items: "Skipped" (with a warning icon) for "ELLA EMPLOYEE" on "11/12/21 - 2:23 PM", and "Pending" (with a clock icon) for "Multiple Approvers" on "eBenefits_Approvals". At the bottom of the card is a "Comments" section. Below the card, there is an "OK" button highlighted with a yellow border and a hand cursor pointing to it.

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