

How to Update/View Benefit Attachment's

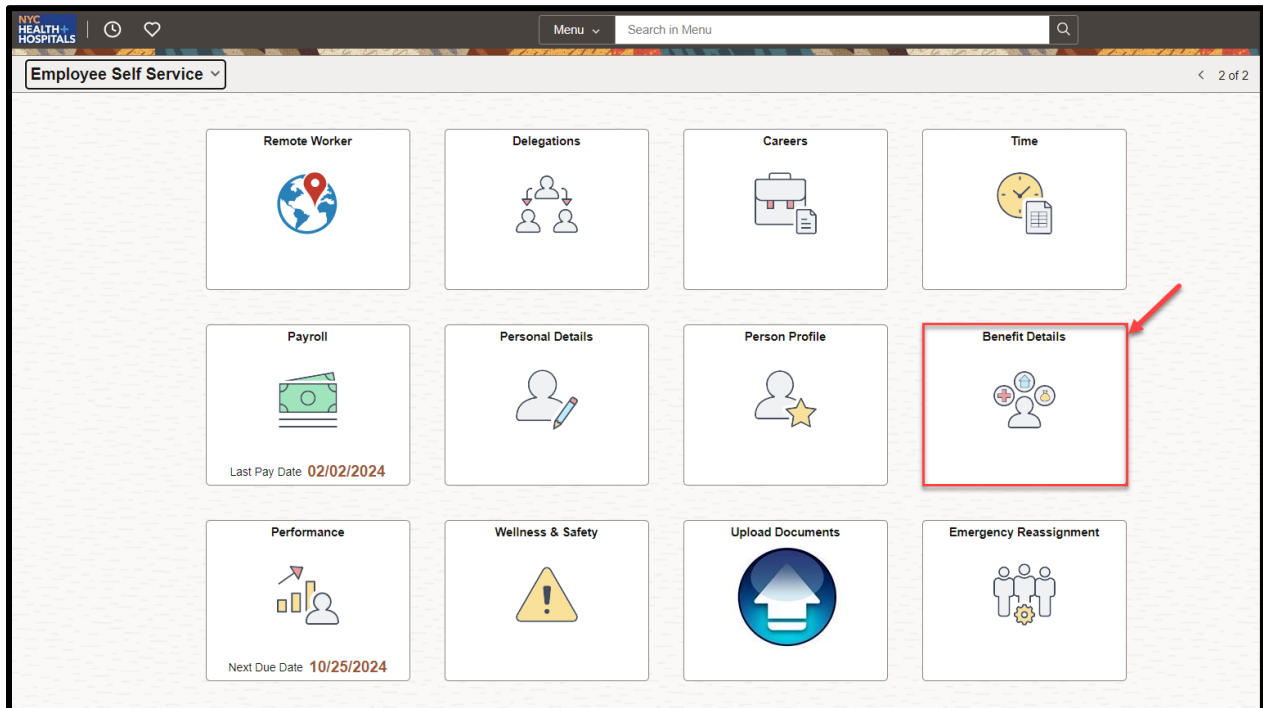
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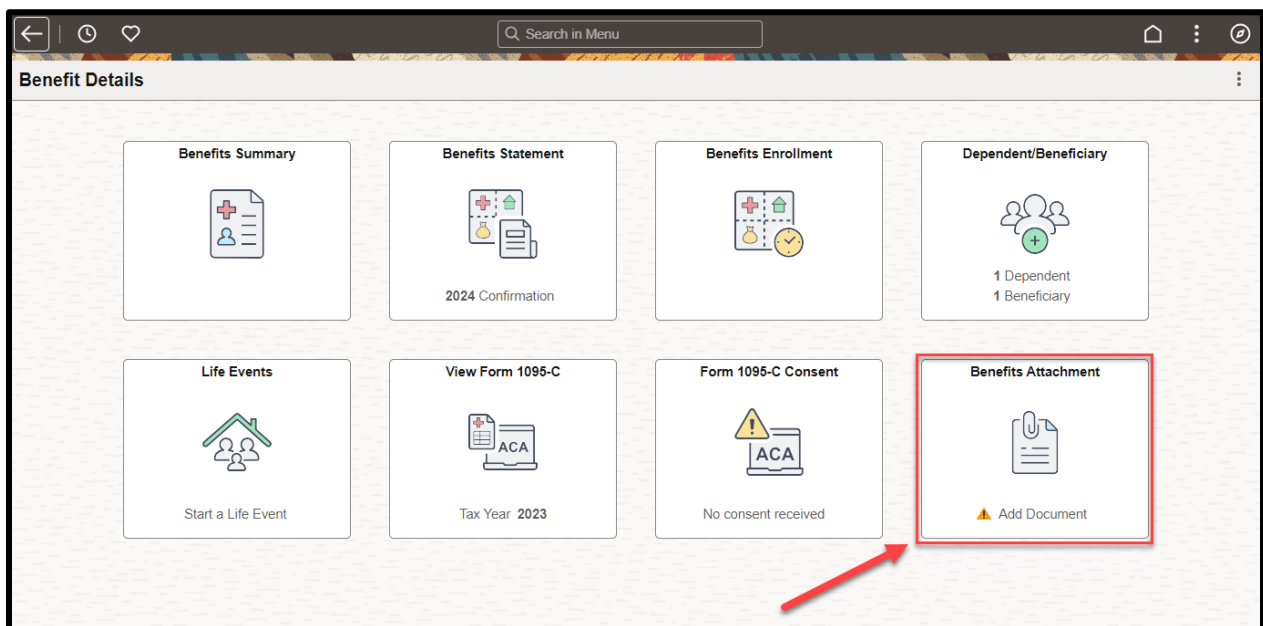
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How to Update Benefit Attachment(s)

1. After successfully authenticating and logging into [Employee self service](#), click **Benefit Details tile**.

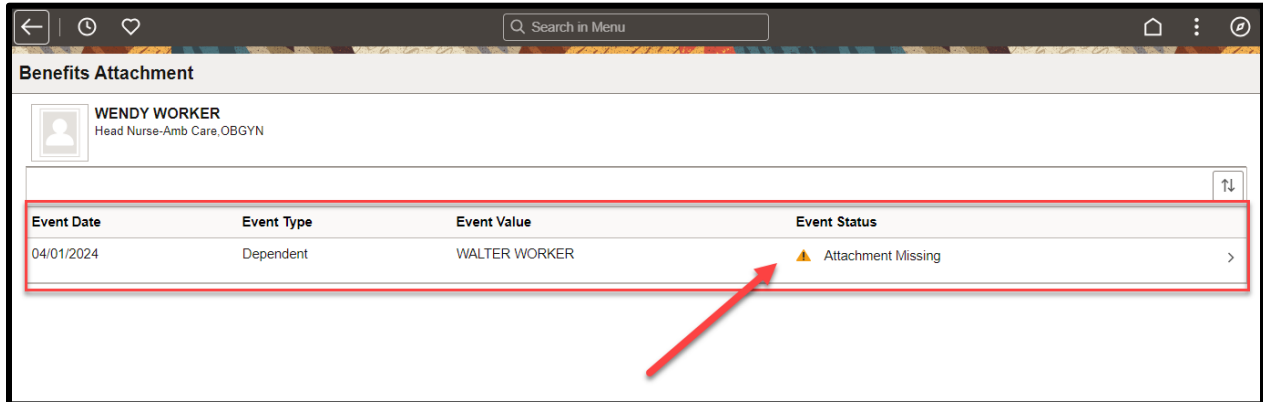


2. Click on the **Benefits Attachment Tile**

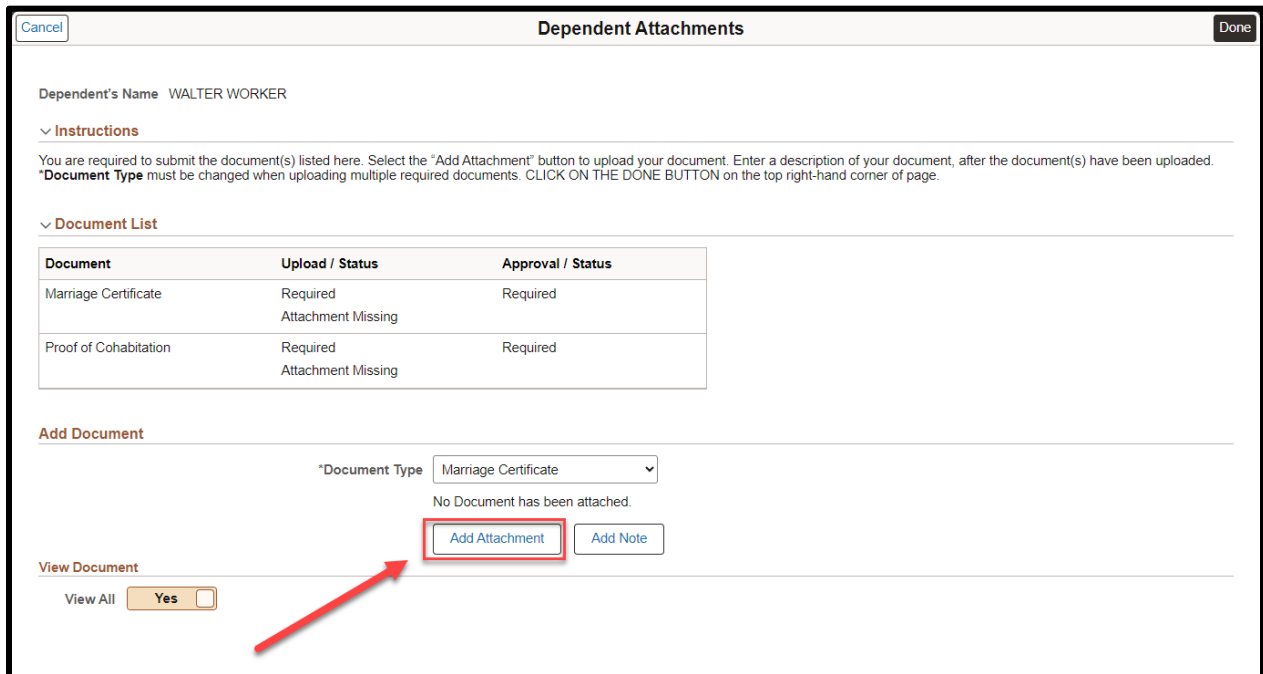


How to Update Benefit Attachment(s)

3. Click on the dependent you would like to upload an attachment for.

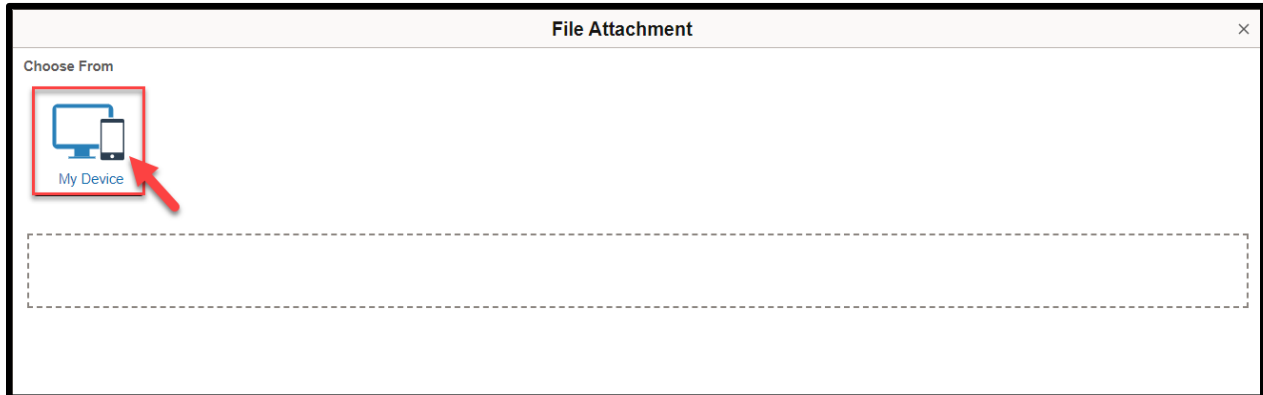


4. Scan any supporting documents and attach the electronic documents by clicking the "Add Attachment" button.

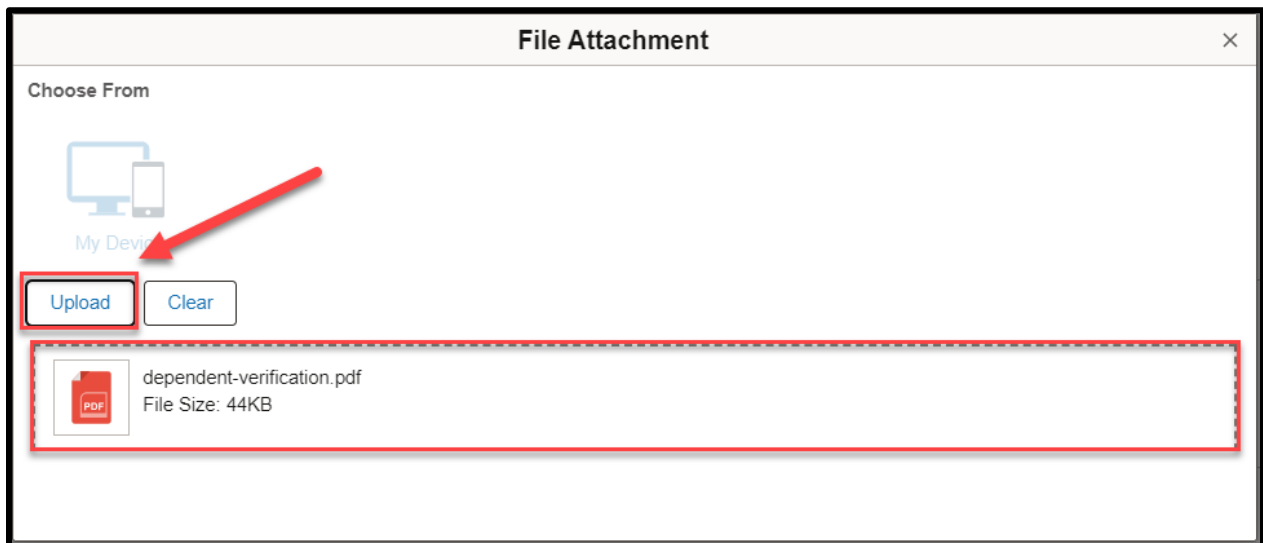


How to Update Benefit Attachment(s)

5. Click “My Device” to select your file.

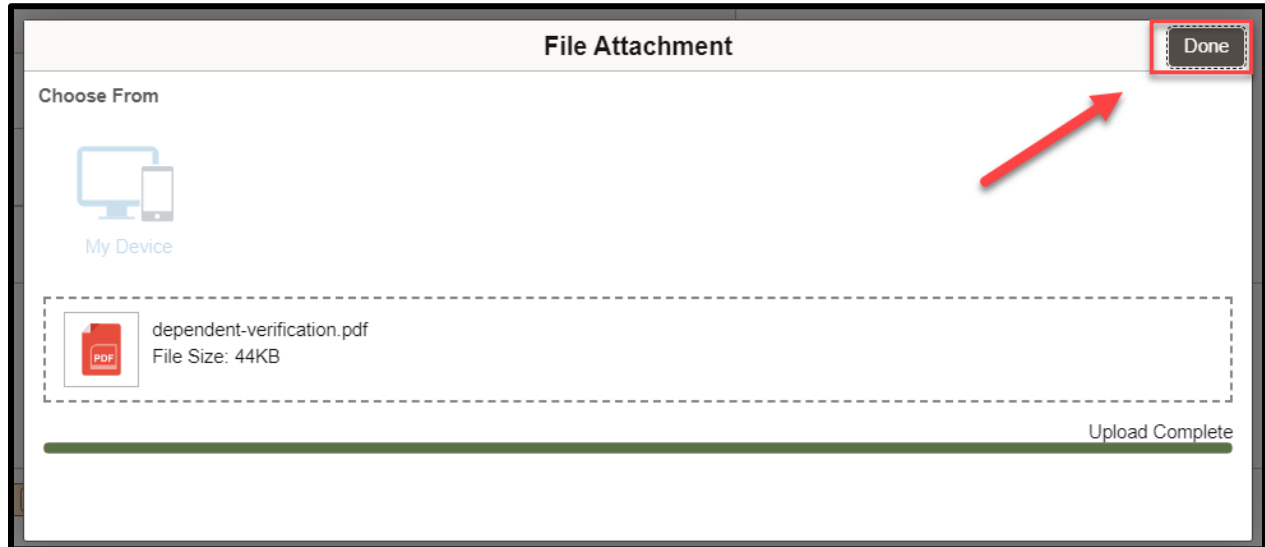


6. After finding your document, make sure you see your attachment. Then click “Upload” push button to upload your document.

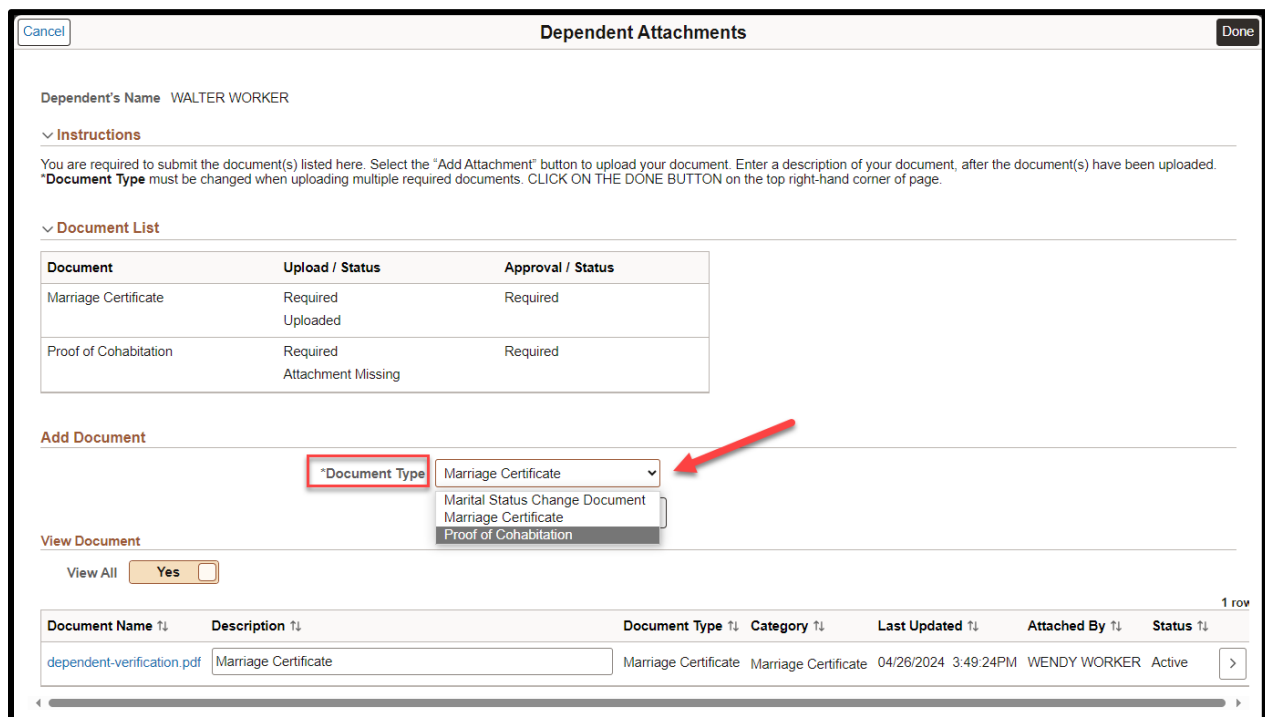


How to Update Benefit Attachment(s)

7. Once your upload is complete, click “Done”.



8. Remember to change the “Document Type” when uploading multiple required documents.



How to Update Benefit Attachment(s)

9. After you have attached all files, click “Done” for your Form to be sent to HRSS/HHC Corporate Benefits for review.

Cancel Done

Dependent's Name WALTER WORKER

▼ Instructions

You are required to submit the document(s) listed here. Select the "Add Attachment" button to upload your document. Enter a description of your document, after the document(s) have been uploaded. *Document Type must be changed when uploading multiple required documents. CLICK ON THE DONE BUTTON on the top right-hand corner of page.

▼ Document List

Document	Upload / Status	Approval / Status
Marriage Certificate	Required Uploaded	Required
Proof of Cohabitation	Required Uploaded	Required

Add Document

*Document Type

View Document

View All Yes

Document Name	Description	Document Type	Category	Last Updated	Status
dependent-verification.pdf	Marriage Certificate	Marriage Certificate	Marriage Certificate	04/26/2024 3:49:24PM	Active
dependent-verification.pdf	Tax Return	Proof of Cohabitation	Proof of Cohabitation	04/26/2024 3:50:25PM	Active

10. REMEMBER, Supporting Documentation will be required for all modifications and additions of Dependents. Click “OK”. The supporting documentation must be approved by the Benefits department

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Benefits Attachment

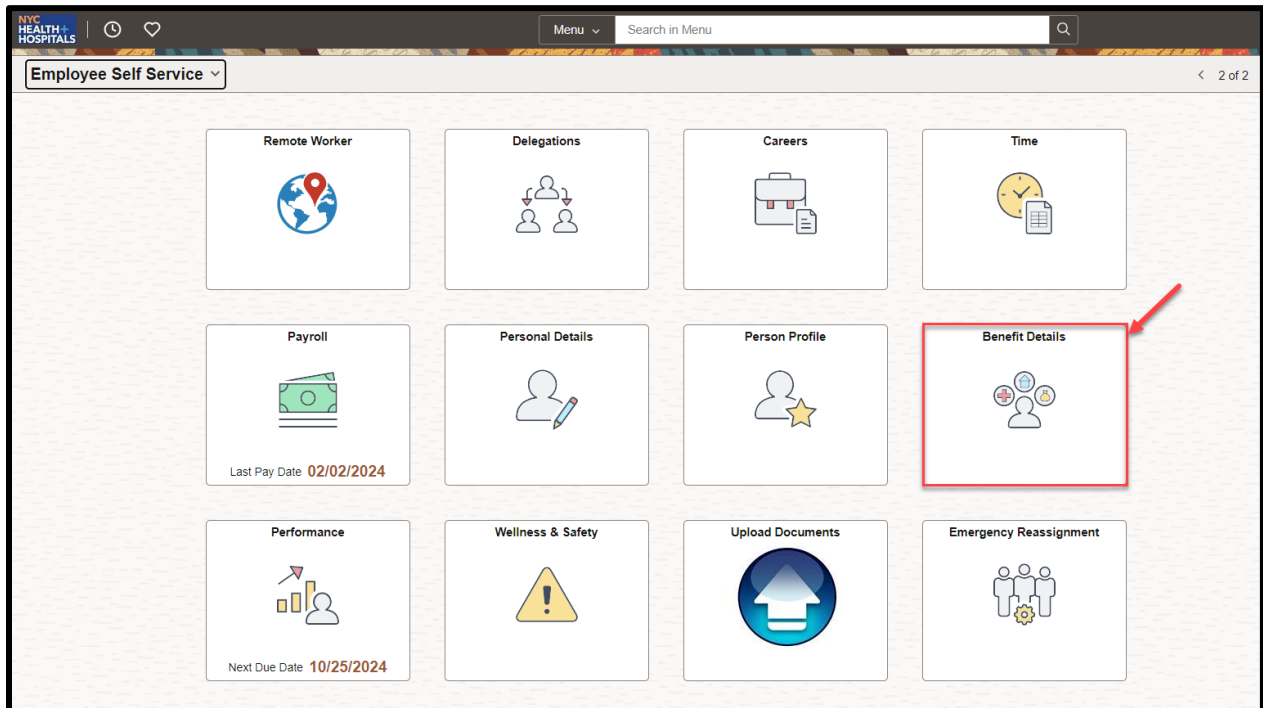
WENDY WORKER
Head Nurse-Amb Care, OBGYN

Event Date	Event Type	Event Value	Event Status
04/01/2024	Dependent	WALTER WORKER	In Progress

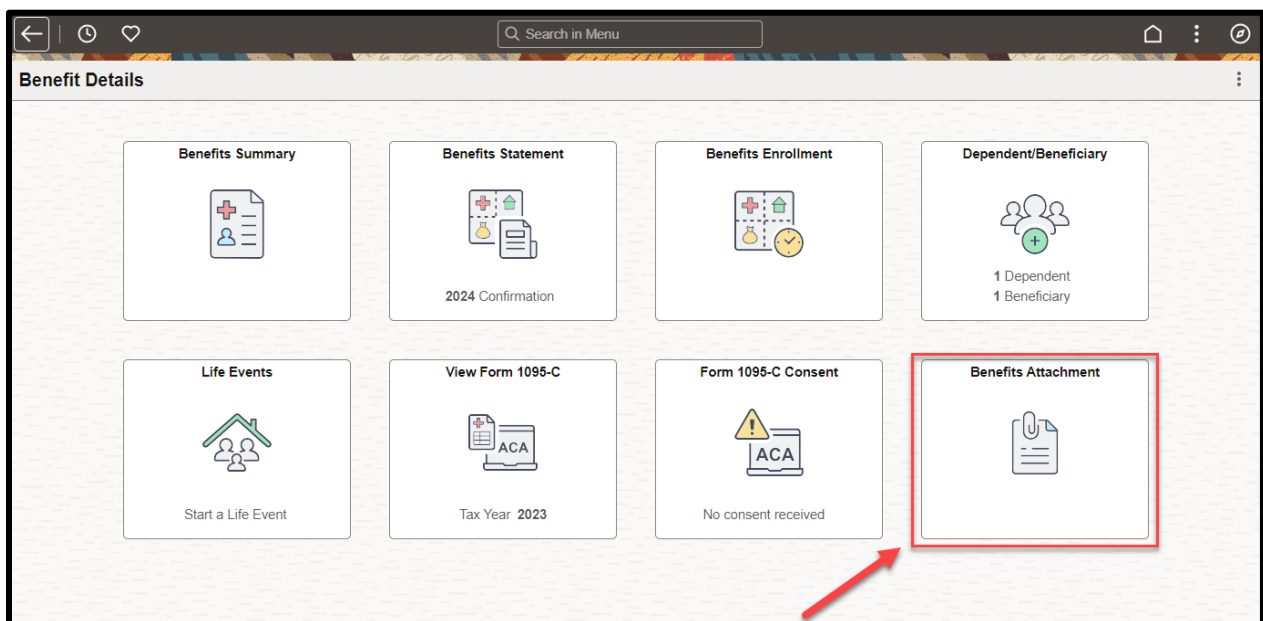
Approval is required.
The document must be approved to qualify the dependent. A notification has been sent to the Benefits Administrator requesting approval.

How to View Benefit Attachment(s)

1. After successfully authenticating and logging into [Employee self service](#), click **Benefit Details tile**.

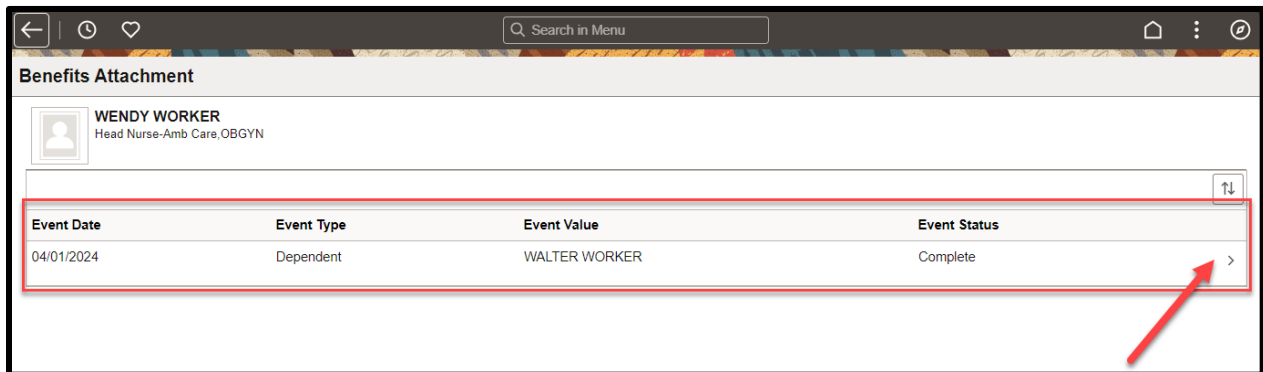


2. Click on the **Benefits Attachment Tile**

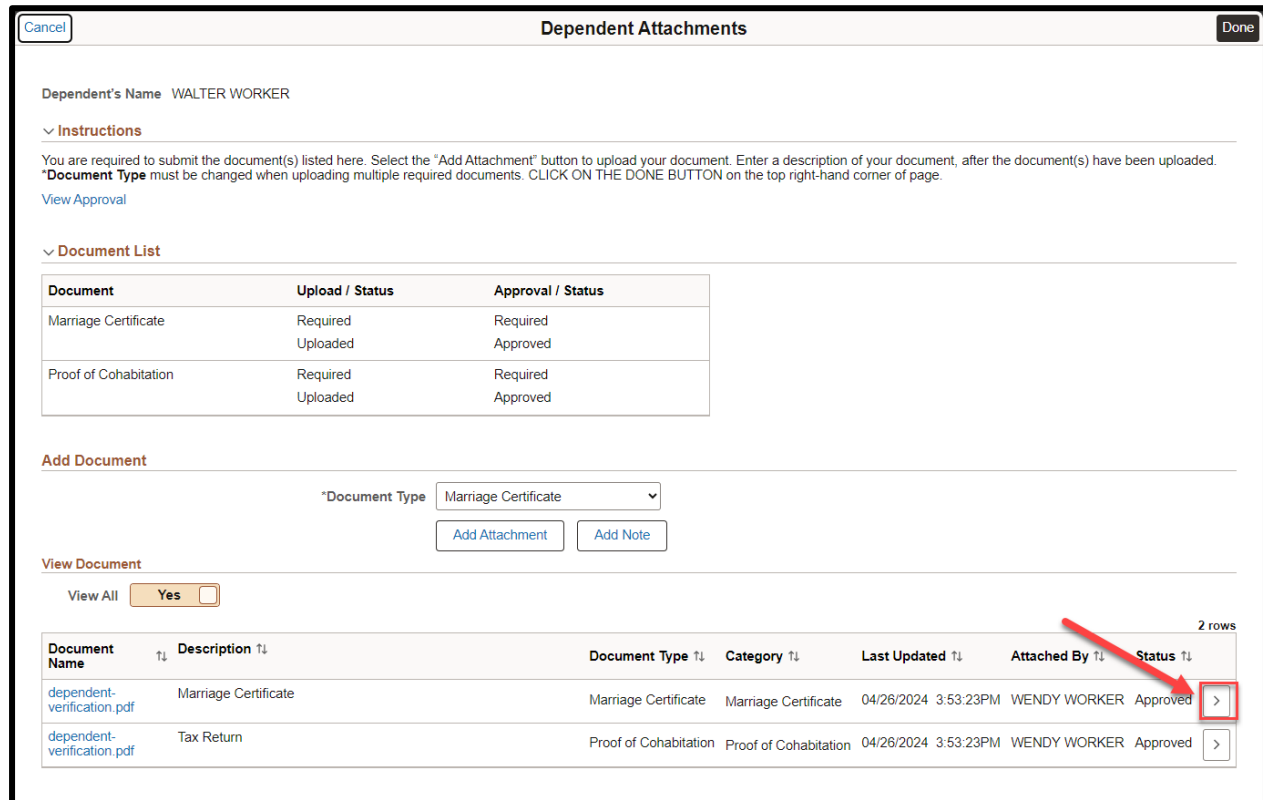


How to View Benefit Attachment(s)

3. Select the dependent whose supporting documentation you wish to review.



4. Select the arrow next to the documentation you wish to review.



How to View Benefit Attachment(s)

5. Click on the **Attachment** link to view the attachment.

The screenshot displays the 'Dependent Attachments' interface. At the top, there are 'Cancel' and 'Done' buttons. The dependent's name is 'WALTER WORKER'. Below this, there are sections for 'Instructions' and 'Document List'. A modal window titled 'Attachment' is open, showing details for a specific attachment: 'dependent-verification.pdf'. A red arrow points to this filename. The modal also shows the attached by user 'WENDY WORKER', the attached date '04/26/2024 03:50:41 PM', the last updated date '04/26/2024 03:53:23 PM', and the status 'Approved'. At the bottom of the main interface, there is a table with columns for Document Name, Description, Document Type, Category, Last Updated, Attached By, and Status. Two rows are visible, both for 'dependent-verification.pdf'.

Document Name	Description	Document Type	Category	Last Updated	Attached By	Status
dependent-verification.pdf	Marriage Certificate	Marriage Certificate	Marriage Certificate	04/26/2024 3:53:23PM	WENDY WORKER	Approved
dependent-verification.pdf	Tax Return	Proof of Cohabitation	Proof of Cohabitation	04/26/2024 3:53:23PM	WENDY WORKER	Approved