How to Update/View Benefit Attachment's

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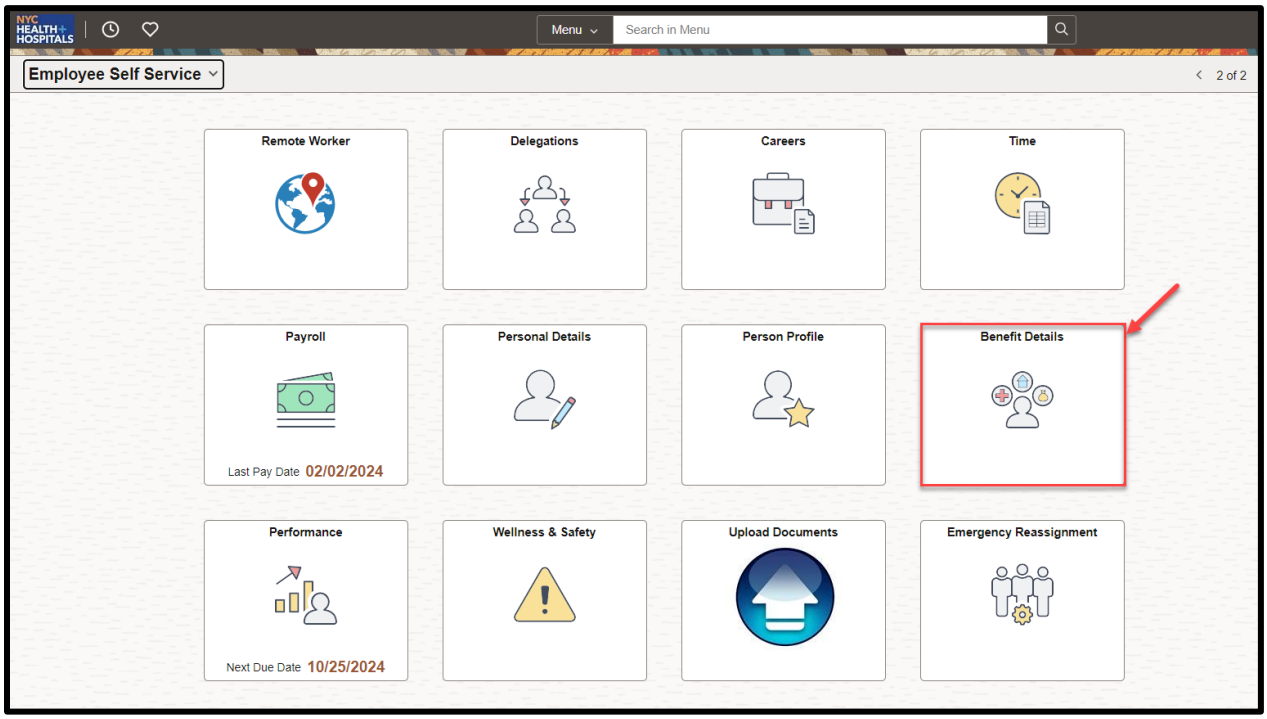
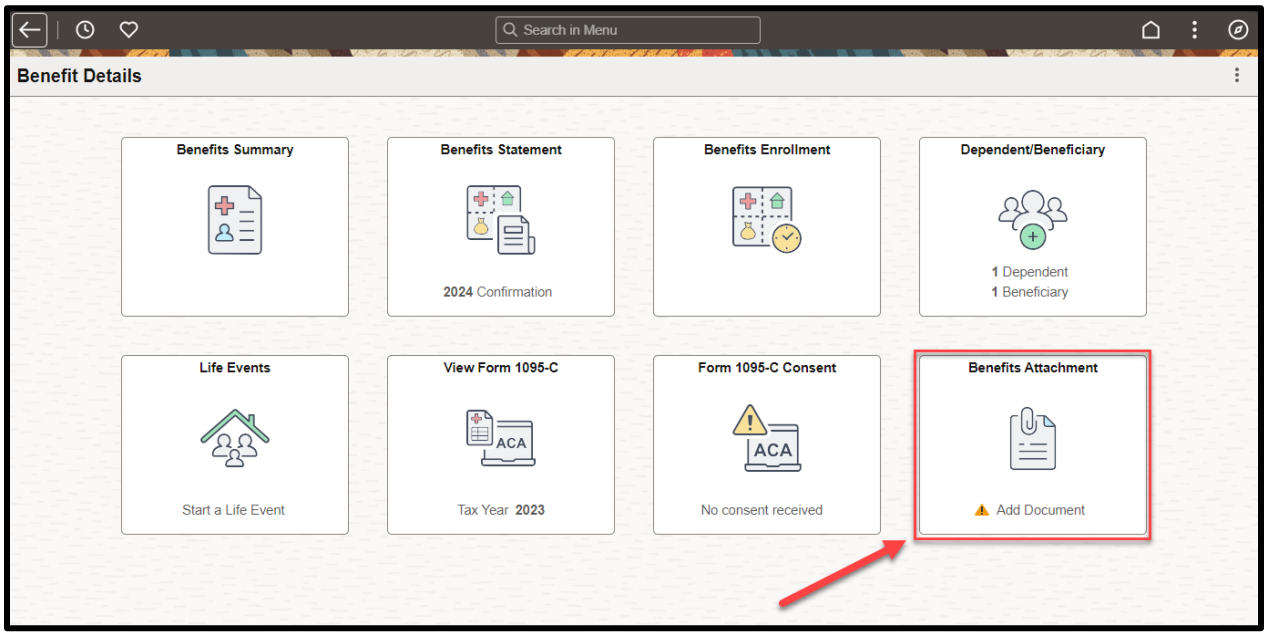
How to Update Benefit Attachment(s)

1. After successfully authenticating and logging into Employee self service, click ***Benefit Details tile***.

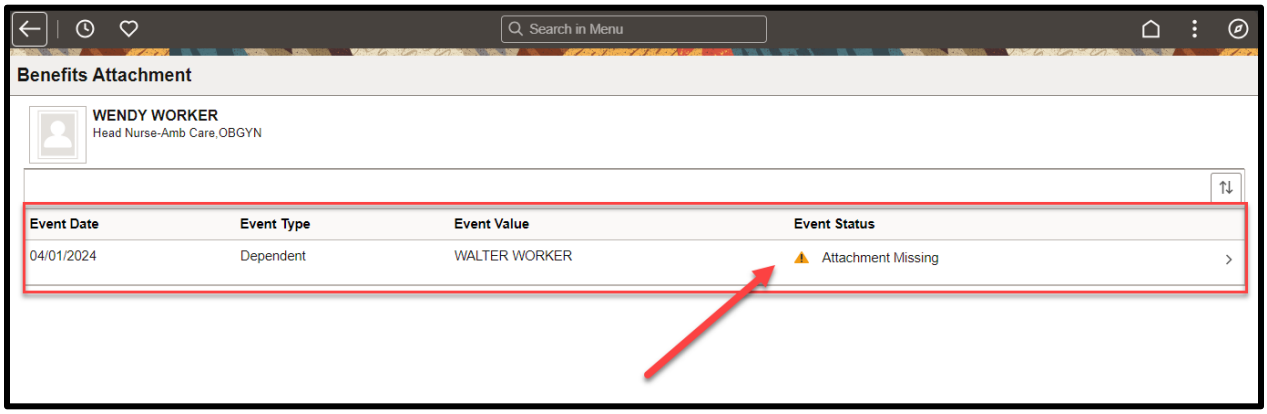


2. Click on the **Benefits Attachment Tile**

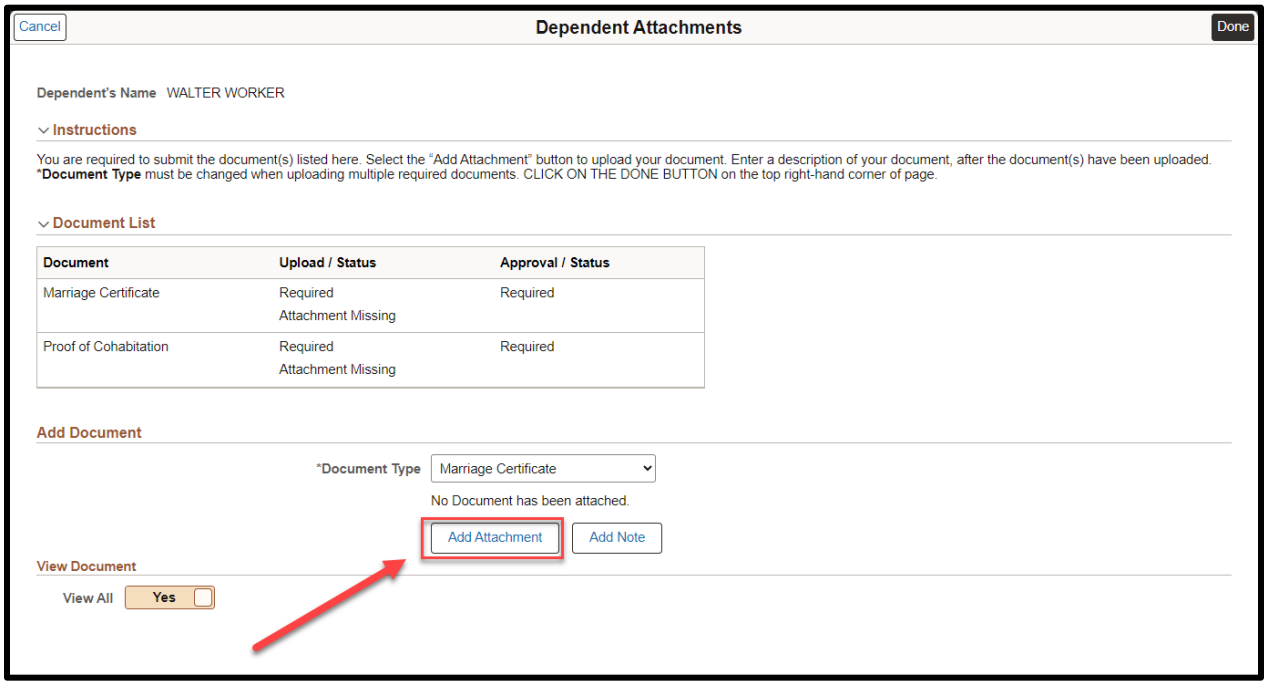


How to Update Benefit Attachment(s)

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

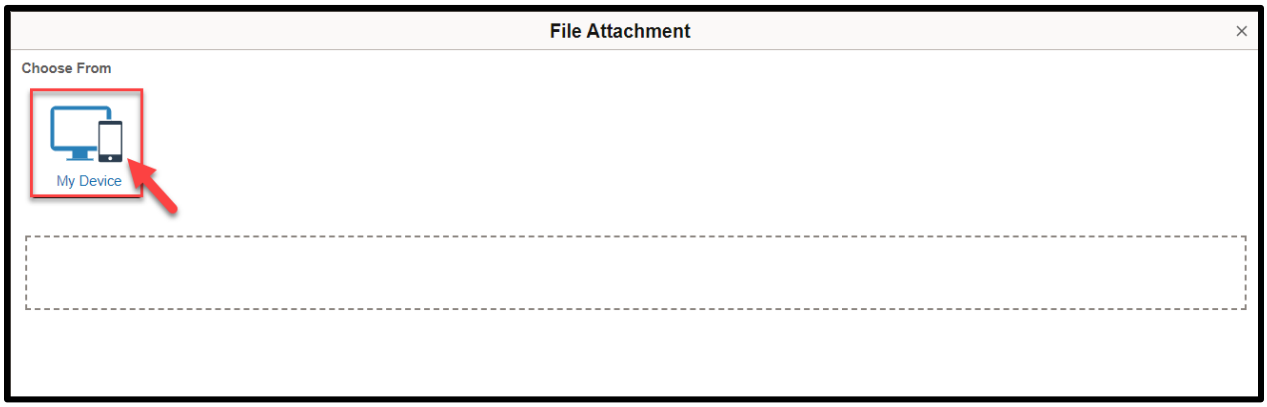


4. Scan any supporting documents and attach the electronic documents by clicking the **"Add Attachment"** button.

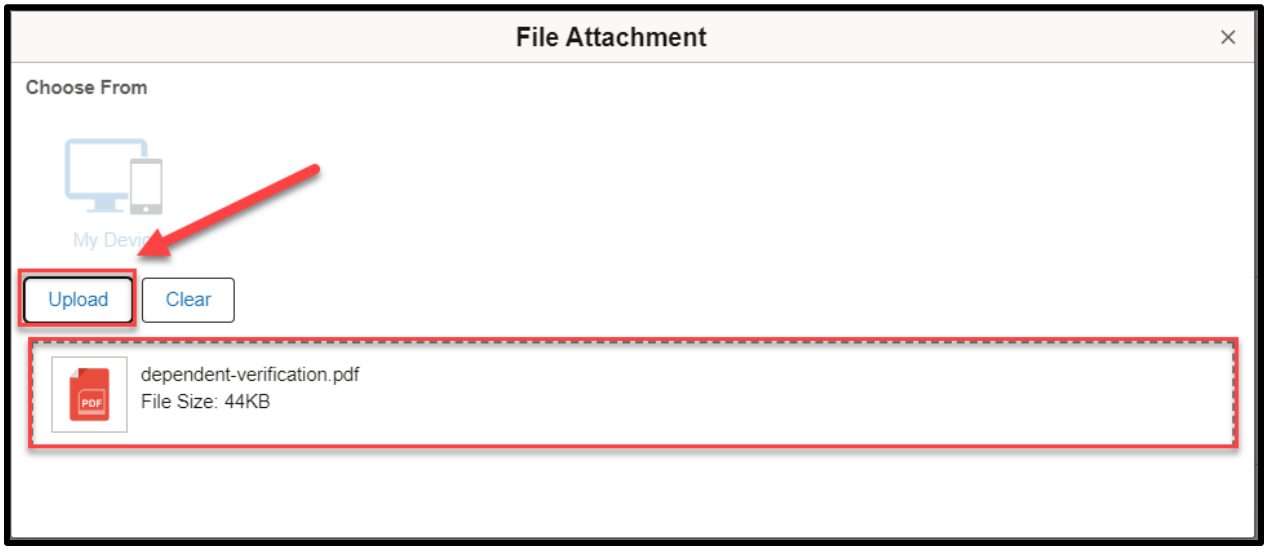


How to Update Benefit Attachment(s)

5. Click **"My Device"** to select your file.

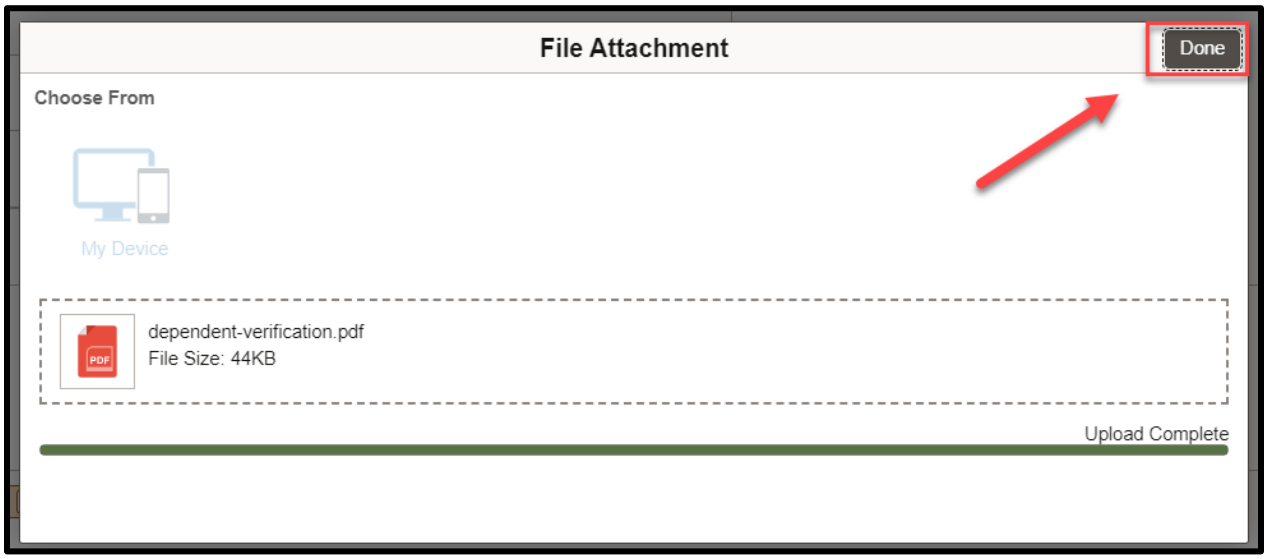


6. After finding your document, make sure you see your attachment. Then click **"Upload"** push button to upload your document.

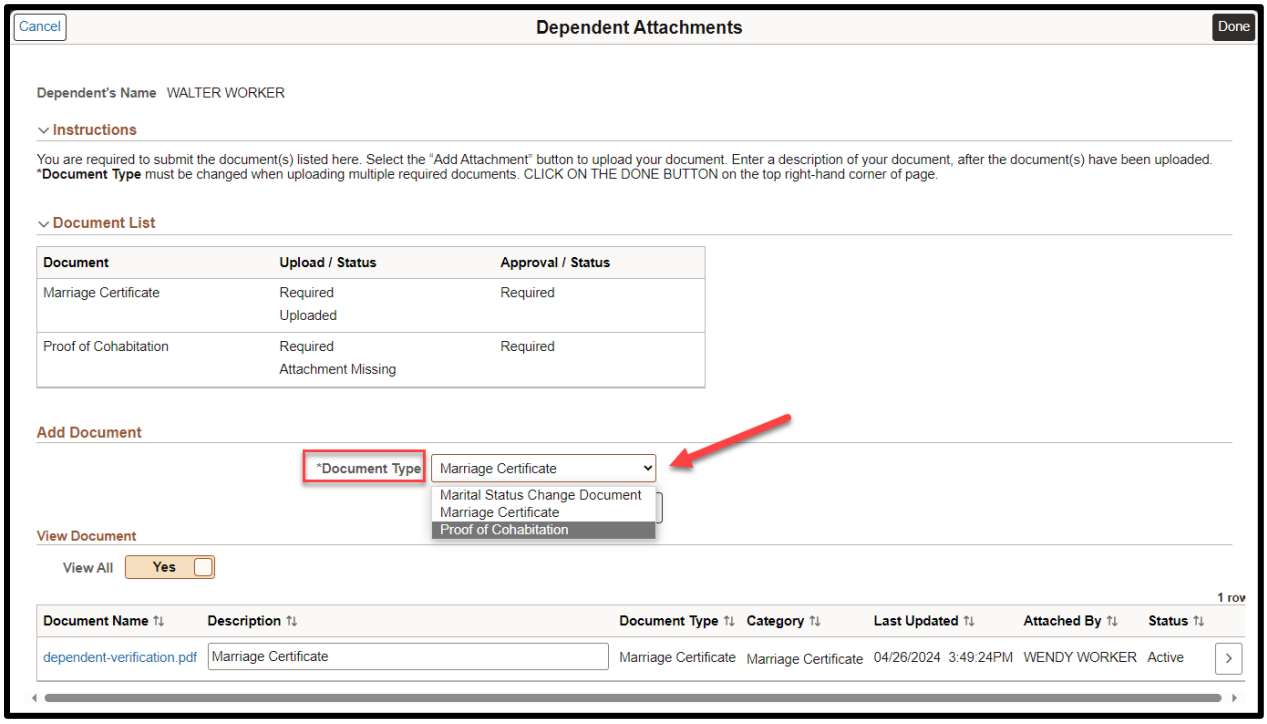


How to Update Benefit Attachment(s)

7. Once your upload is complete, click **"Done".**

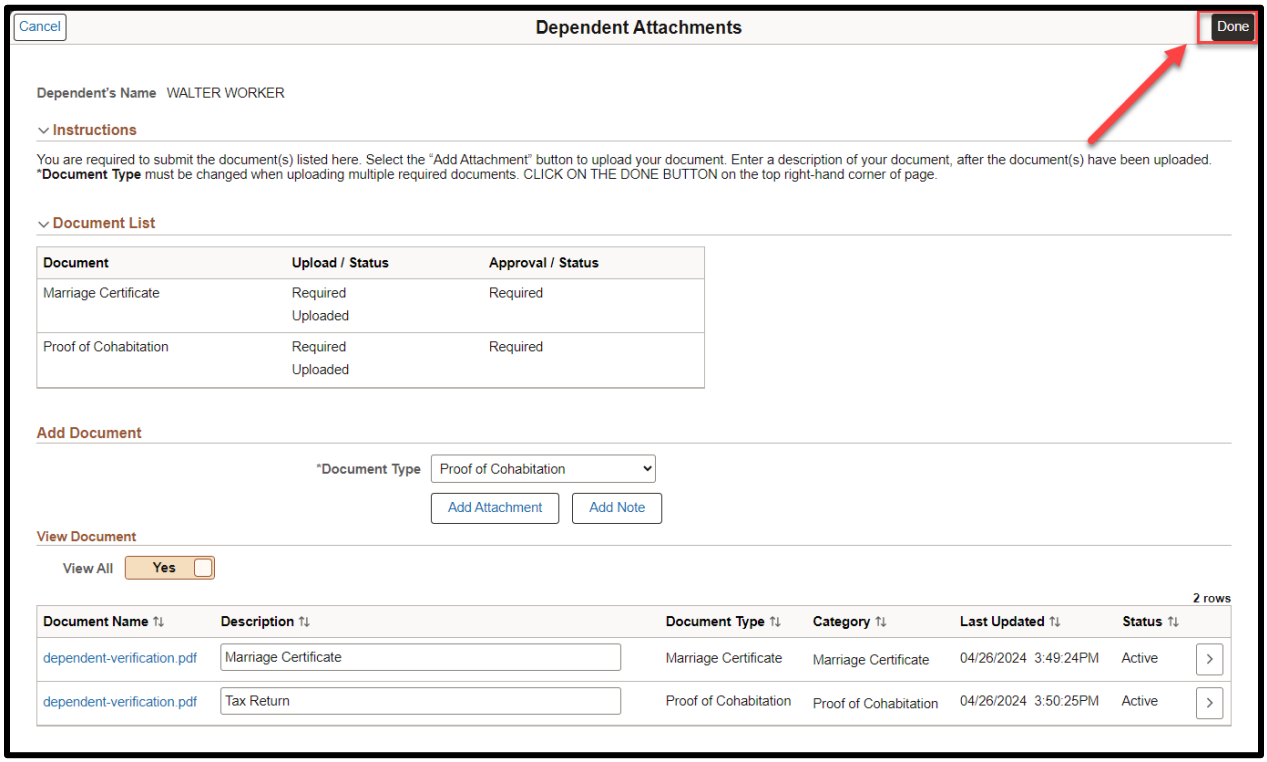


8. Remember to change the "**Document Type**" when uploading multiple required documents.

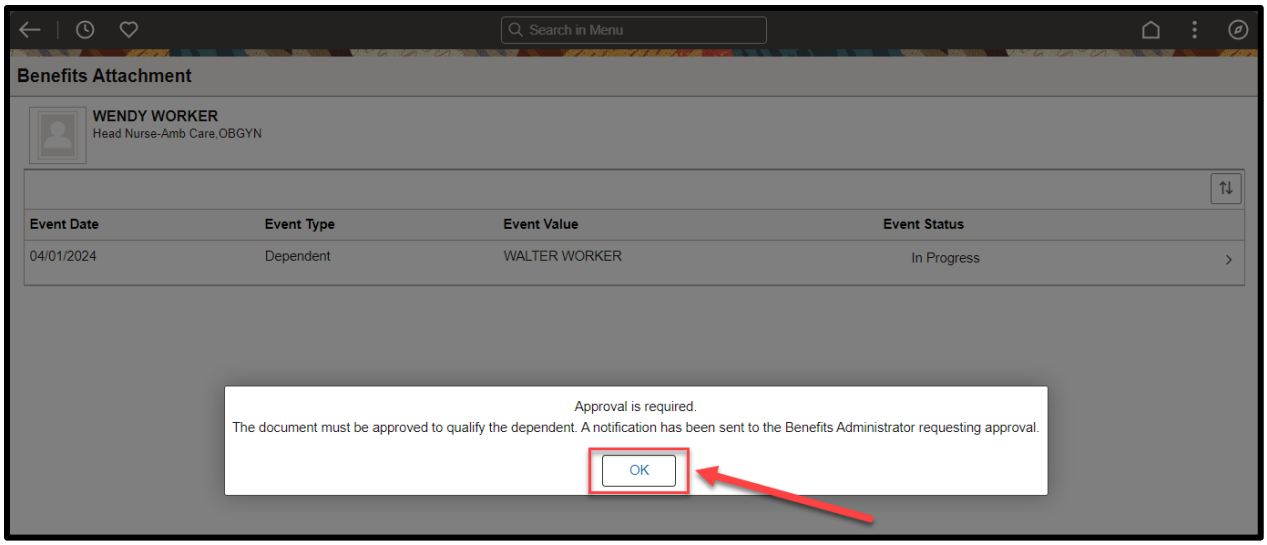


How to Update Benefit Attachment(s)

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

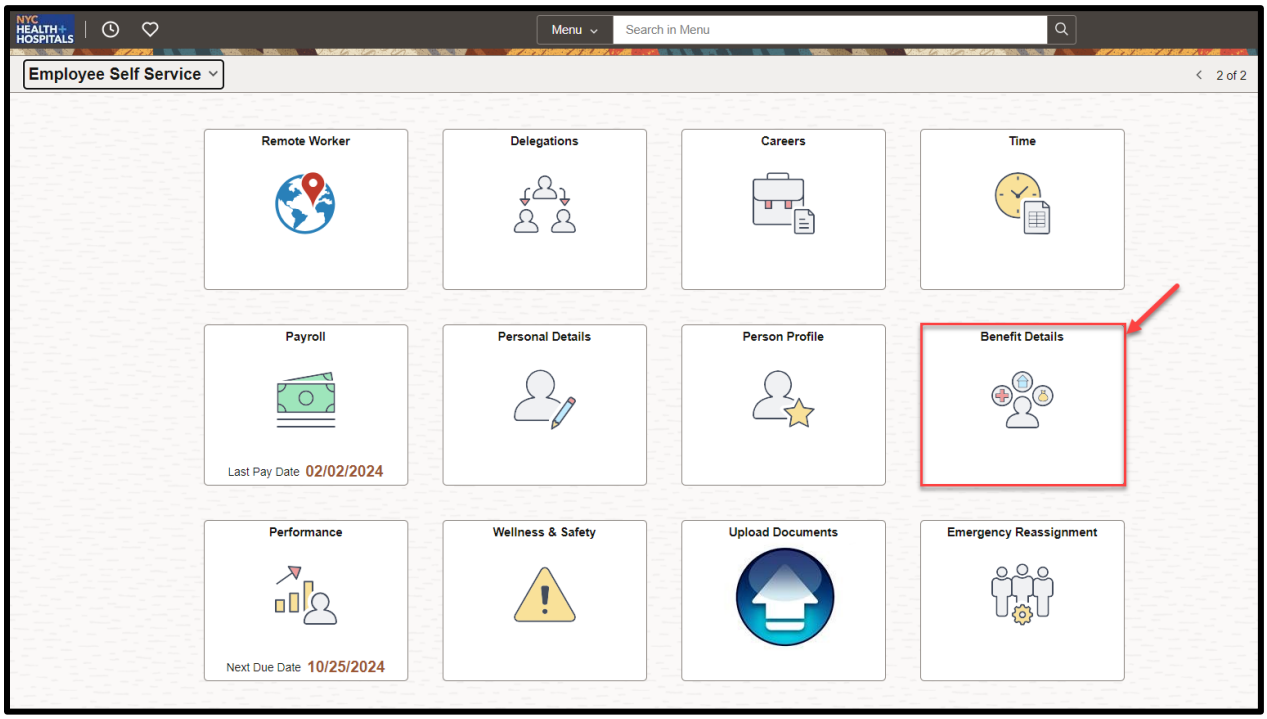


10. REMEMBER, Supporting Documentation will be required for all modifications and additions of Dependents. Click **"OK"**. The supporting documentation must be approved by the Benefits department

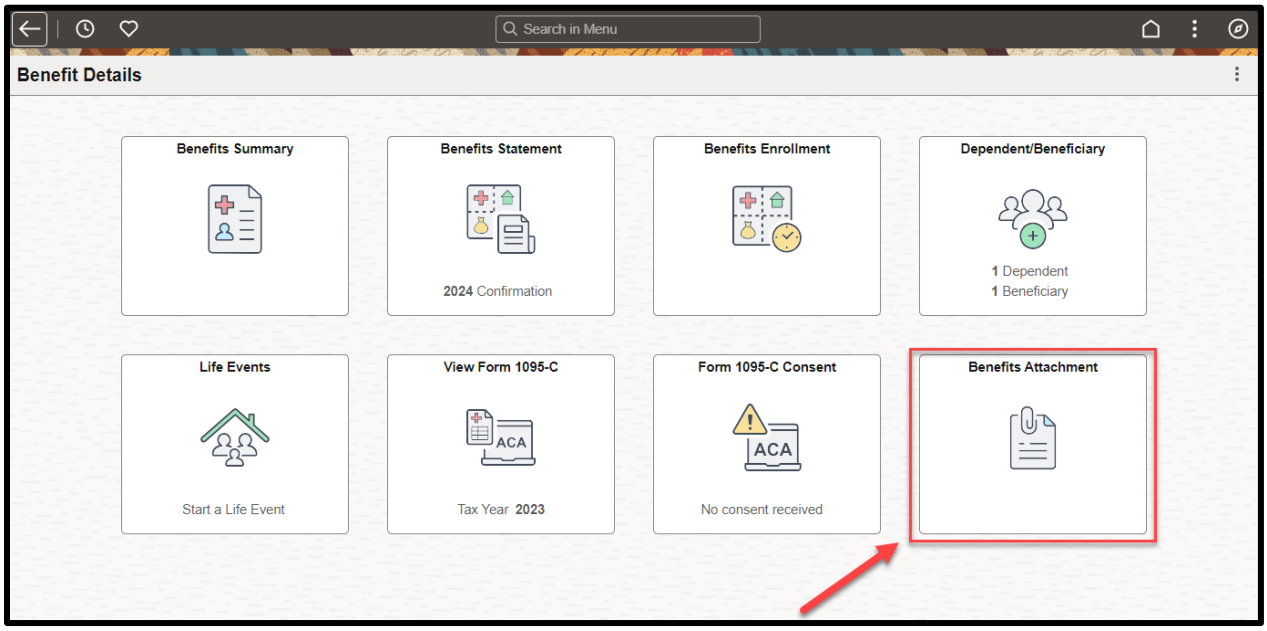


How to View Benefit Attachment(s)

1. After successfully authenticating and logging into **Employee self service**, click ***Benefit Details tile***.

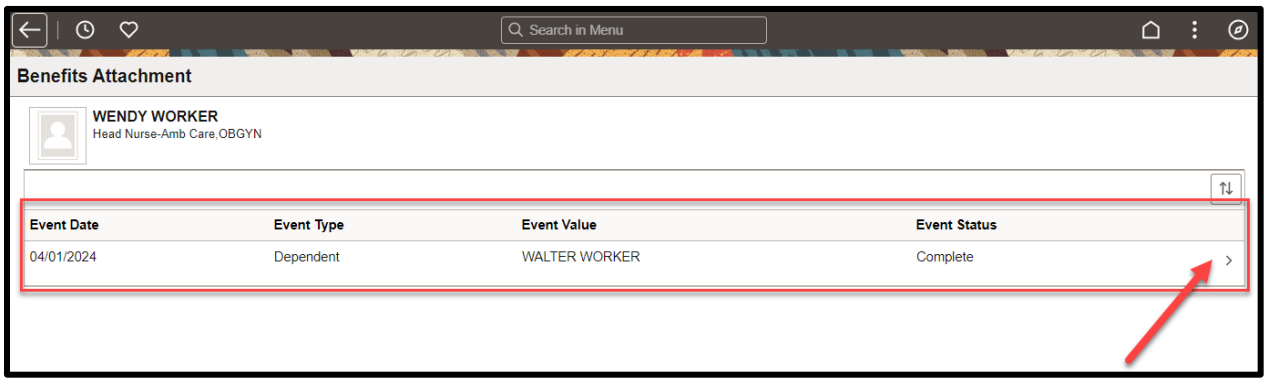


2. Click on the **Benefits Attachment Tile**

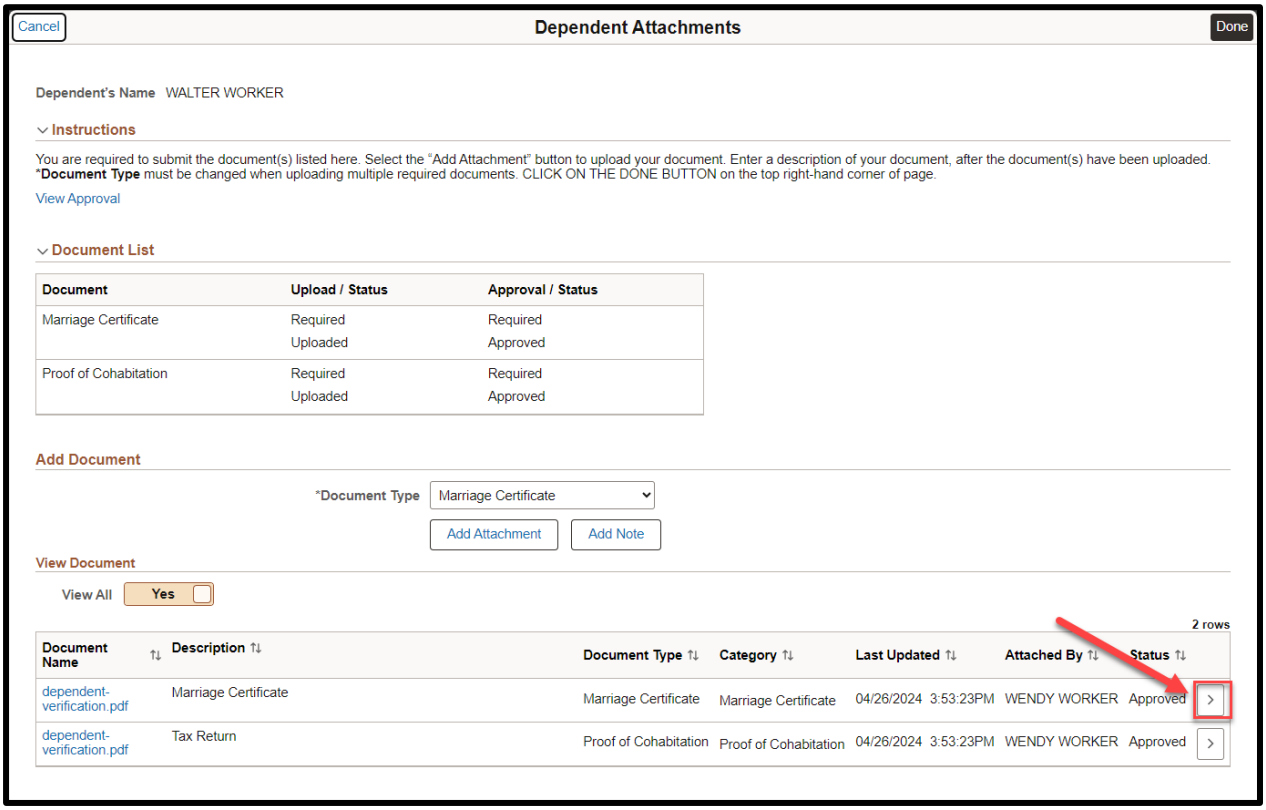


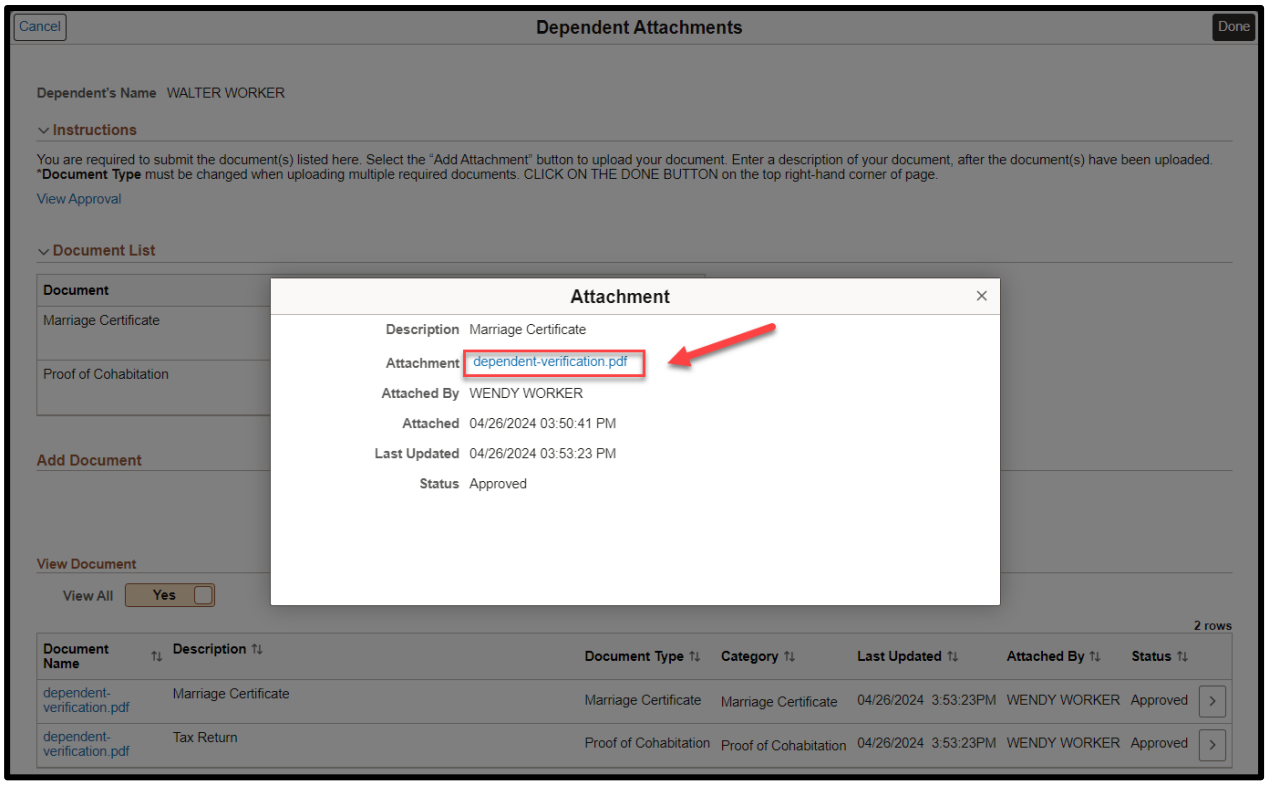
How to View Benefit Attachment(s)

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.