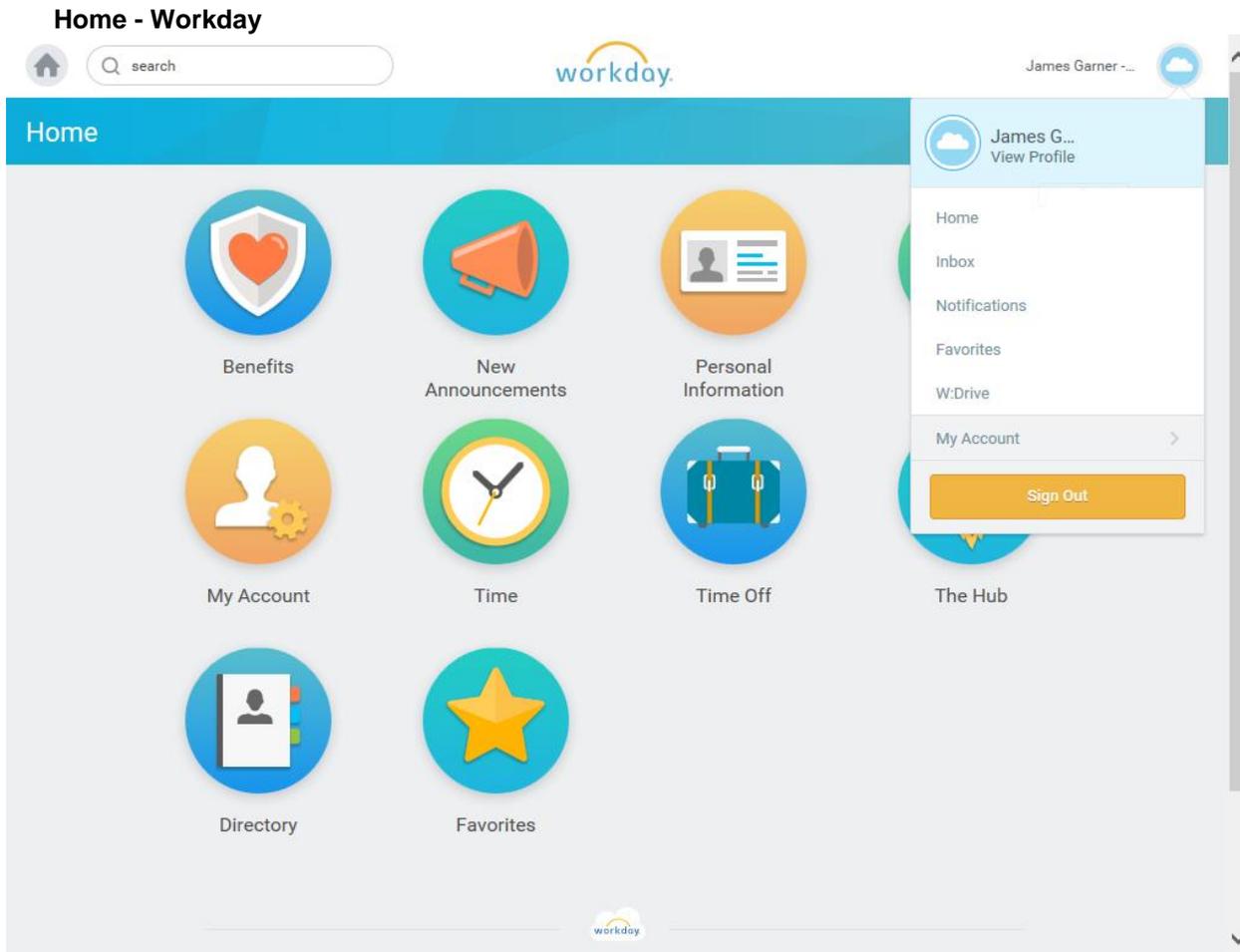


View and Manage Your Benefits Documentation

Use this procedure to view and manage your benefits documentation.

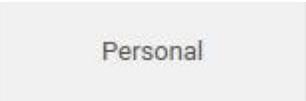
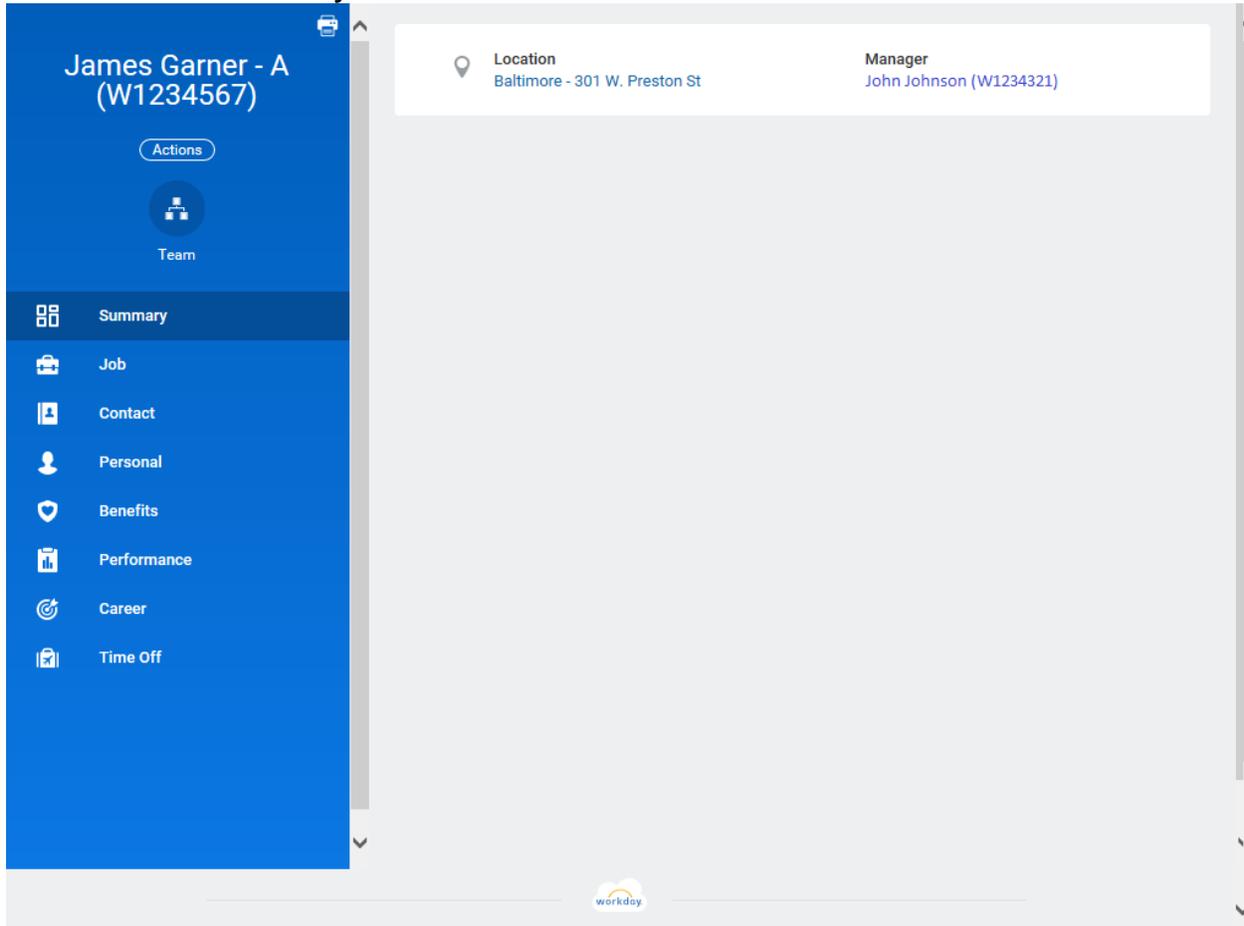
Procedure:

1. From the Home page, click the **My Account**  icon.



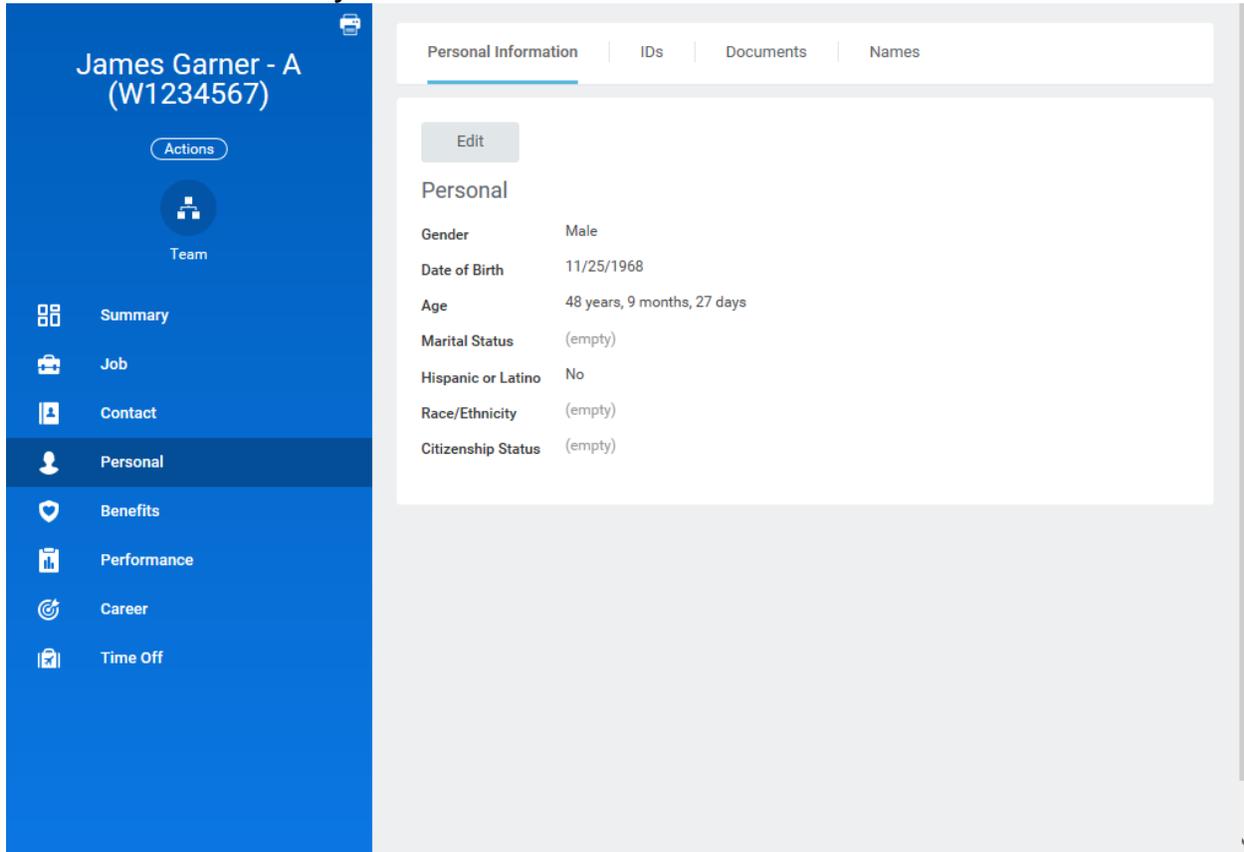
2. Click the **View Profile** [View Profile](#) hyperlink.

View Worker - Workday



3. Click the **Personal** tab.

View Worker - Workday



James Garner - A
(W1234567)

Actions

Team

- Summary
- Job
- Contact
- Personal
- Benefits
- Performance
- Career
- Time Off

Personal Information | IDs | Documents | Names

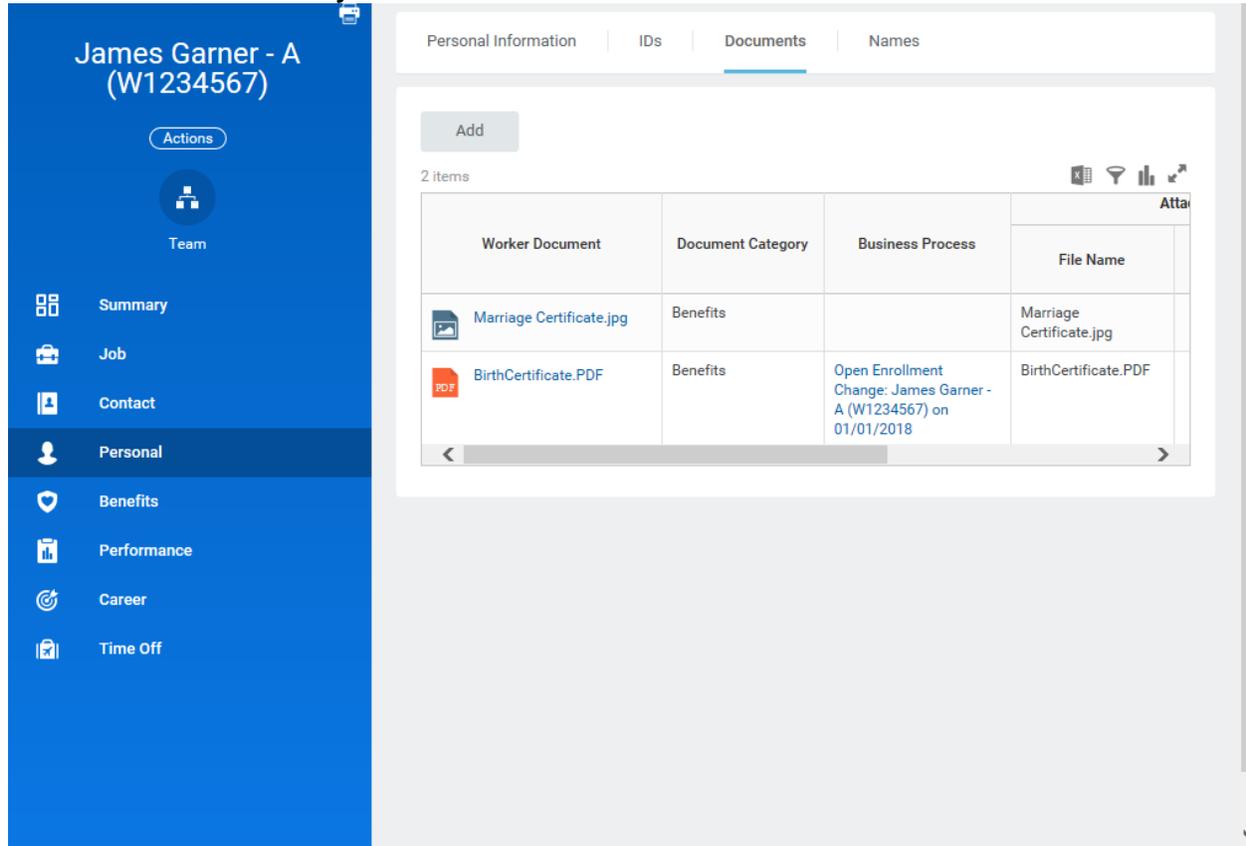
Edit

Personal

Gender	Male
Date of Birth	11/25/1968
Age	48 years, 9 months, 27 days
Marital Status	(empty)
Hispanic or Latino	No
Race/Ethnicity	(empty)
Citizenship Status	(empty)

4. Click the **Documents** sub-tab to access your Benefits documents.

View Worker - Workday



James Garner - A (W1234567)

Actions

Team

Summary

Job

Contact

Personal

Benefits

Performance

Career

Time Off

Personal Information | IDs | Documents | Names

Add

2 items

Worker Document	Document Category	Business Process	Attachments	
			File Name	
 Marriage Certificate.jpg	Benefits		Marriage Certificate.jpg	
 BirthCertificate.PDF	Benefits	Open Enrollment Change: James Garner - A (W1234567) on 01/01/2018	BirthCertificate.PDF	

5. Add, update, or delete a document using the applicable procedure below.



Information: All worker documents display on the Documents tab, including supporting documents for employee benefits. Benefits worker documents display in the following document categories:

- Benefits
- Dependent disability
- HIPAA Authorization/Power of Attorney



Task	Procedure
To add a document...	<ol style="list-style-type: none">1) Click the  button.2) Click the  button.3) Browse for and select the document.4) Select Document Category.5) Enter a comment if applicable.6) Click the  button.
To edit document information...	<ol style="list-style-type: none">1) Click the  button.2) Update as needed.3) Click the  button.
To delete a document...	<ol style="list-style-type: none">1) Click the  button.2) Verify the document to be deleted.3) Click the  button.

6. The System Task is complete.