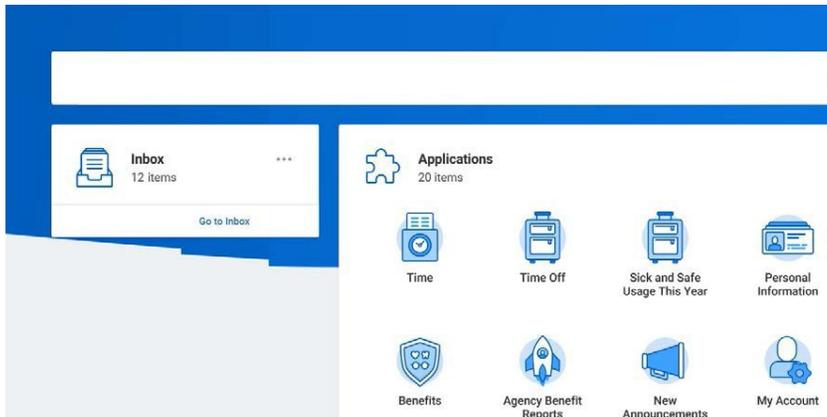
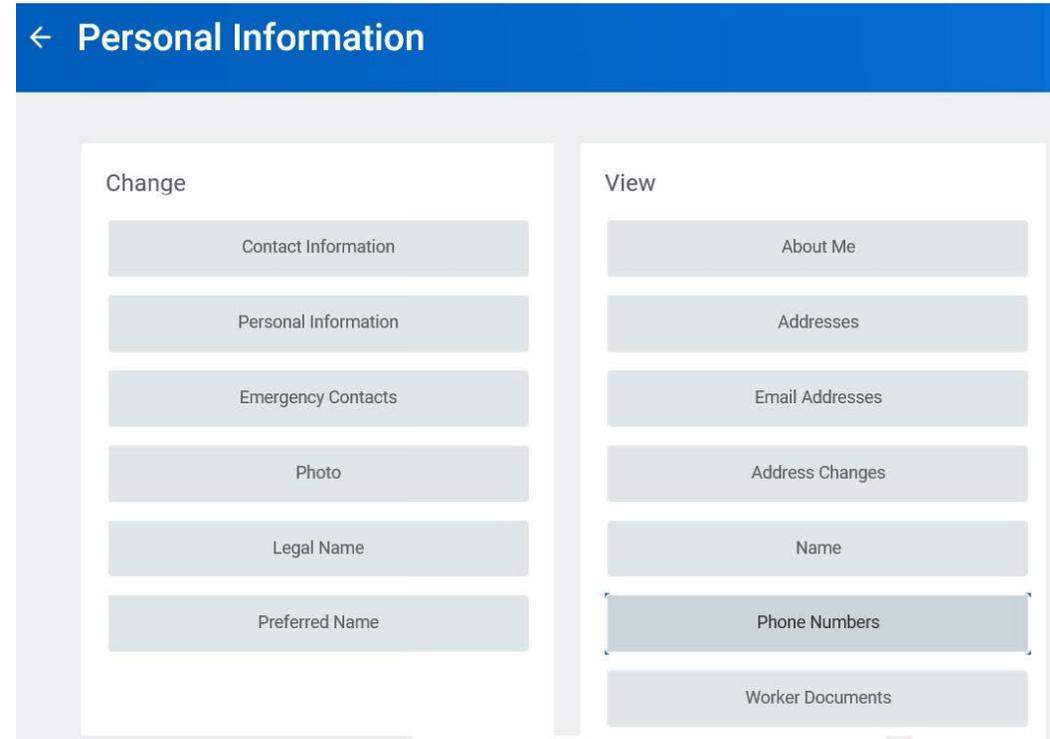


PROCESS STEPS:

Use this procedure to view and manage your benefits documentation.



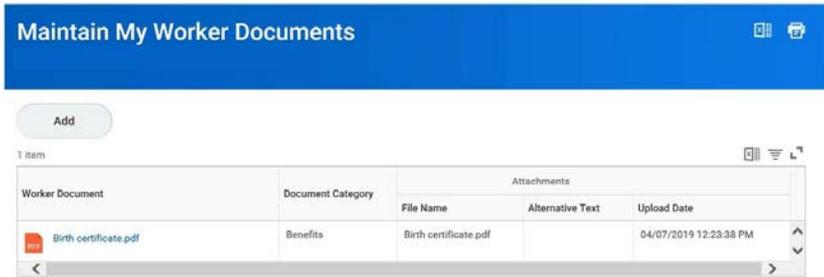
1. From the home page, click the **Personal Information** application.



2. Click the **Worker Documents** button to access your benefits documents.

View and Manage Your Benefits Documentation

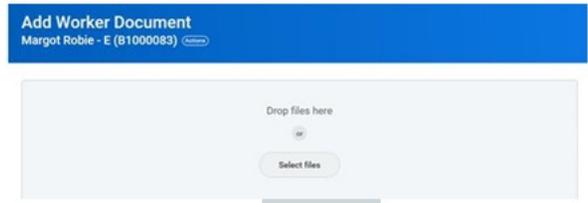
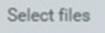
QUICK REFERENCE GUIDE



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

Information: As an employee you have access to the following document categories/folders for benefits. Refer to this table for what types of documents are housed in each folder. Refer to the Benefits Supporting Documentation Naming Convention document for naming conventions.

CATEGORY	MODE	USED FOR
Benefits	Add, View	Benefit event documents
Dependent Verification To Be Reviewed	Add, Edit, Delete, View	DVA documents Permanent birth documents

Task	Procedure
<p>To add a document:</p> <p>Note: When adding a document you will see these other categories; these should NOT be used for benefits:</p> <ul style="list-style-type: none"> ▪ Certification ▪ Employment Eligibility ▪ Offer Letter ▪ Worker Licenses 	<ol style="list-style-type: none"> 1. Click the Add  button.  <ol style="list-style-type: none"> 2. Click the Select Files  button. 3. Browse for and select the document. 4. Select Document Category. 5. Enter a comment if applicable. 6. Click the OK  button.
<p>To edit document information:</p>	<ol style="list-style-type: none"> 1. Click the Edit  button. 2. Update as needed. 3. Click the OK  button.
<p>To delete a document:</p> <p>Note: You will not be able to delete any document. Based on the folder and who/how the document was uploaded, the system determines if you have access to delete the document. If you do not have access, you will not see a "Delete" button.</p>	<ol style="list-style-type: none"> 1. Click the Delete  button. 2. Verify the document to be deleted. 3. Click the OK  button.

4. The System Task is complete.