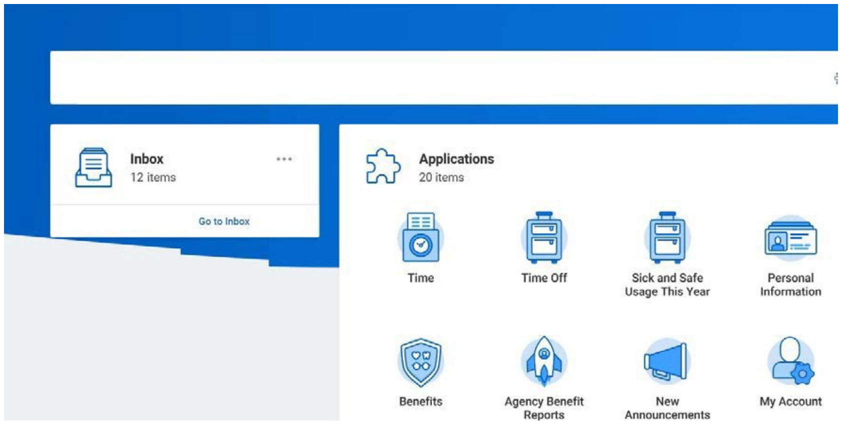
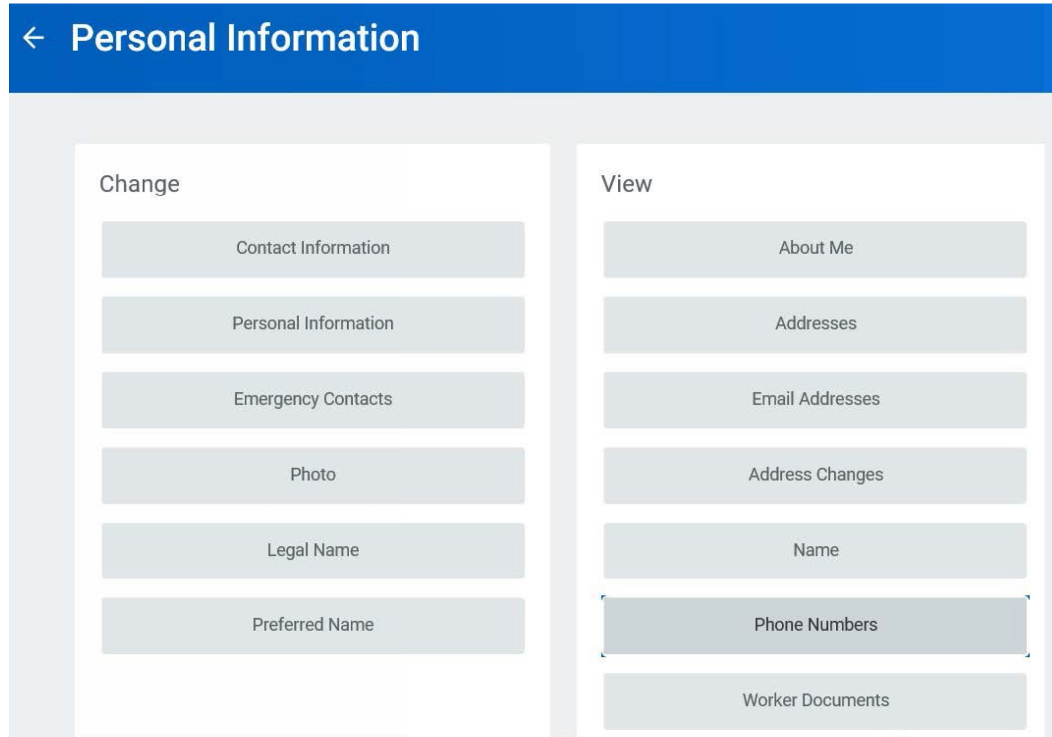
View and Manage Your Benefits Documentation
QUICK REFERENCE GUIDE

PROCESS STEPS:

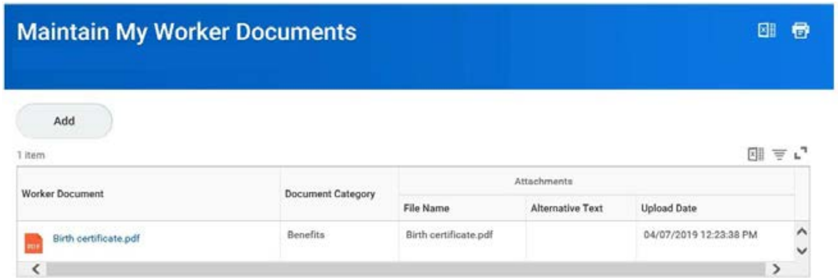
Use this procedure to view and manage your benefits documentation.



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



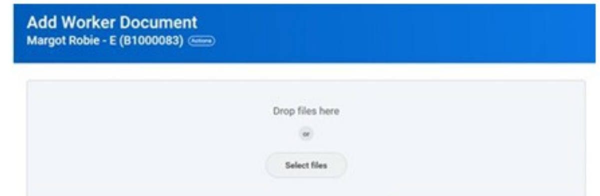
2. Click the **Worker Documents** button to access your benefits documents.



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
To add a document: Note: When adding a document you will see these other categories; these should NOT be used for benefits: ▪ Certification ▪ Employment Eligibility ▪ Offer Letter ▪ Worker Licenses	1. Click the **Add** button.  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.
To edit document information:	1. Click the **Edit** button. 2. Update as needed. 3. Click the **OK** button.
To delete a document: 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.	1. Click the **Delete** button. 2. Verify the document to be deleted. 3. Click the **OK** button.

4. The System Task is complete.