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.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>MODE</th>
<th>USED FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>Add, View</td>
<td>Benefit event documents</td>
</tr>
<tr>
<td>Dependent Verification</td>
<td>Add, Edit, View</td>
<td>DVA documents</td>
</tr>
<tr>
<td>To Be Reviewed</td>
<td>Add, Edit, View</td>
<td>Permanent birth documents</td>
</tr>
</tbody>
</table>

To add a document:

- Click the **Add** button.
- Select the files by clicking **Select Files** button.
- Click the **OK** button.

To edit document information:

- Click the **Edit** button.
- Update as needed.
- Click the **OK** button.

To delete a document:

- Click the **Delete** button.
- Verify the document to be deleted.
- Click the **OK** button.

4. The System Task is complete.