View and Manage Your Benefits Documentation QUICK REFERENCE GUIDE



PROCESS STEPS:

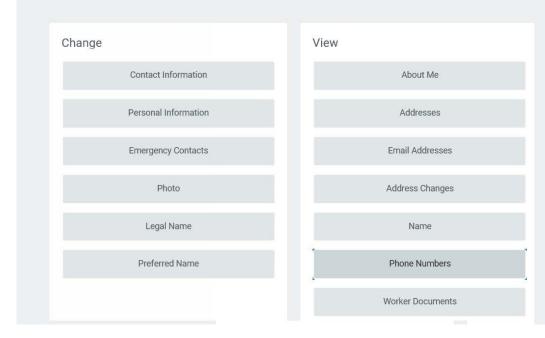
Use this procedure to view and manage your benefits

documentation.

				ę
Inbox ···· 12 items	20 items	5		
Go to Inbox	Time	Time Off	Sick and Safe	Personal
	(COD)		Usage This Year	Information
	Benefits	Agency Benefit Reports	New Announcements	My Account

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

Personal Information



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

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Maintain My Work					
Add					
item					Ξr.
			Attachments		ΨĽ
Worker Document	Document Category	File Name	Attachments Alternative Text	Liii Upload Date	Ψ.
Item Worker Document Birth certificate.pdf	Document Category Benefits	File Name Birth certificate.pdf			₹.

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	Add, Edit,	DVA documents
To Be Reviewed	Delete, View	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. Add Worker Document Margot Robie - E (B1000083) (Comp files here (Corp files here (Corp files here (Corp files here (Corp files here (Corp files here		
To editdocument information:	 Click the Select Files Select files button. Browse for and select the document. Select Document Category. Enter a comment if applicable. Click the OK OK button. Click the Edit Edit button. Update as needed. Click the OK 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.	 Click the Delete Delete button. Verify the document to be deleted. Click the OK OK button. 		

4. The System Task is complete.