

# Uploading Dependent Verification Documents to Self-Service

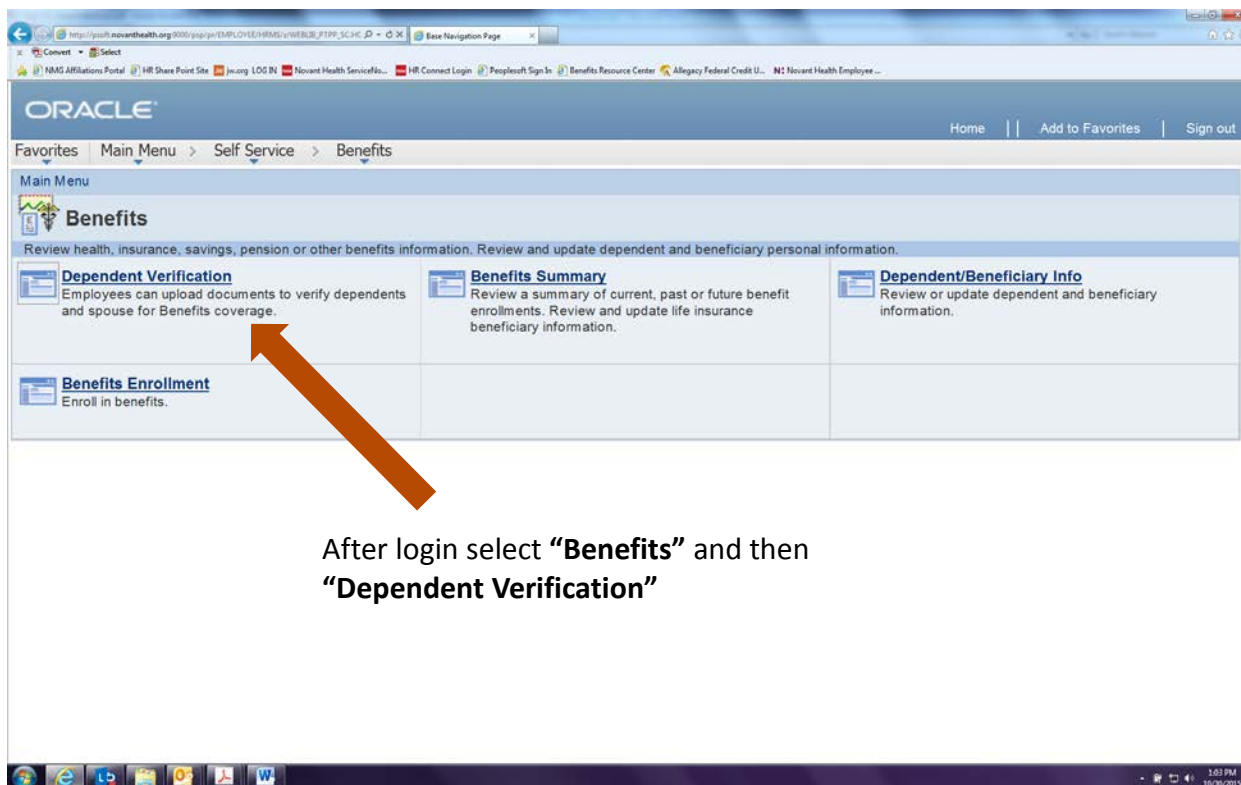
Uploading your dependent verification document(s) thru **self-service** is the safest way to provide your personal documents.

1. If you only have a paper copy of your documents, **you must first save the document(s) on your computer in the location of your choice.**

You can:

- Scan it and save to your computer;
- You can fax it to an e-fax and save to your computer;
- You can take a picture of it with your phone and email to yourself so it can be saved to your computer.

2. Log in to self-service and **select *Benefits > Dependent verification.***



The screenshot shows a web browser window displaying the Oracle Self-Service portal. The breadcrumb navigation path is 'Main Menu > Self Service > Benefits'. The 'Benefits' section contains a sub-menu with four options: 'Dependent Verification', 'Benefits Summary', 'Dependent/Beneficiary Info', and 'Benefits Enrollment'. A large orange arrow points from the text below to the 'Dependent Verification' link. The text below the screenshot reads: 'After login select "Benefits" and then "Dependent Verification"'. The system tray at the bottom shows the date as 10/26/2011 and the time as 1:02 PM.

3. If this is the first time you are uploading a document, choose an Attachment Type (Dependent Eligibility Verification or Spouse Mandate Verification)

**ORACLE** Home | Add to Favorites | Sign out

Favorites Main Menu > Self Service > Benefits > Dependent Verification

If you are submitting eligibility documentation due to a family status change or employment status change, please do NOT upload your documents here. Please submit your documents to [employeebenefits@novanthealth.org](mailto:employeebenefits@novanthealth.org)

If you have any questions, please visit HR Connect and submit a request or call the HR Service Center at 1-800-890-5420

**How to Attach a Verification Document: (please note, your file name cannot exceed 64 characters; including the extension)**

1. If this is the first time you are uploading a document, choose an Attachment Type (Dependent Eligibility Verification or Spouse Mandate Verification)
2. If you have already uploaded documents, click the plus sign icon first and then choose an Attachment Type (Dependent Eligibility Verification or Spouse Mandate Verification)
3. Click the "Add" button
4. Click the "Browse" button to view the file you need to upload
5. Select the file name and double click the file name to upload
6. Click the "Upload" button
7. Click the "Submit" button

**Attach Verification Documentation** View All 1 of 1

Attached File	Attachment Type	Description	Last Updated By	Last Updated	Add
1	<input type="text"/>				Add

Submit

Choose an **Attachment Type** (*Dependent Eligibility Verification or Spouse Mandate Verification*)"

4. Click the "Add" button

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**Attach Verification Documentation** View All 1 of 1

Attached File	Attachment Type	Description	Last Updated By	Last Updated	Add
1	009	Dependent Eligibility Verification			Add

Submit

Click the **"Add"** button.

5. Click the "Browse" button to view the file you need to upload

Oracle Employee Self Service - Dependent Eligibility Verification

Donald Duck

The list below displays all individuals you have entered as an eligible dependent for medical insurance. All dependents must have their eligibility verified prior to their coverage beginning. For those dependents below who have not yet been verified you must submit the appropriate documentation. Please click the link below to see a list of eligible dependents and documentation required.

Please note that employee benefits may need to contact you about the documents you have submitted. Please ensure that your contact information is correct in employee self service. You can view and update your contact information by visiting your personal information summary.

List of eligible dependents and documents required:

Dependent Information	Relationship to Employee	Birthdate	Dependent Verification Date	Spouse Mandate Verification Date	Verification Status

If you are submitting eligibility documentation due to a family status change or employment status submit your documents to [employeebenefits@novanthealth.org](mailto:employeebenefits@novanthealth.org)

If you have any questions, please visit HR Connect and submit a request or call the HR Service Center at 1-800-368-7273.

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3. Click the "Add" button.
4. Click the "Browse" button to view the file you need to upload.
5. Select the file name and double click the file name to upload.
6. Click the "Upload" button.
7. Click the "Submit" button.

Attached File	Attachment Type	Description	Last Updated By	Last Updated	Add
1	009	Dependent Eligibility Verification			Add

Submit

File Attachment dialog box: Upload, Cancel, Browse

Click the "Browse" button.

6. Select the file name and "double click" to upload

Computer > Shared\_HR (\\10.10.10.10) (V:) > 2016 Plan Year > DEVA

Organize > Burn > New folder

Daffy Duck Birth Certificate.pdf

Select file and "double click" the file to upload.

1 Rem

1:58 PM 10/16/2015

## 7. Click the "Upload" button

Dependent Eligibility Verification

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Attach Verification Documentation	Attachment Type	Description	Last Updated By	Last Updated	Add
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Click the "Upload" button.

## 8. Click the "Submit" button

Dependent Eligibility Verification

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Attach Verification Documentation	Attachment Type	Description	Last Updated By	Last Updated	View
1	Daffly_Duck_Birth_Certificate.pdf	Dependent Eligibility Verification	139281	10/30/2015 2:16PM	View

Submit

Click the "Submit" button.