

# Uploading Dependent Verification Documents to Self-Service

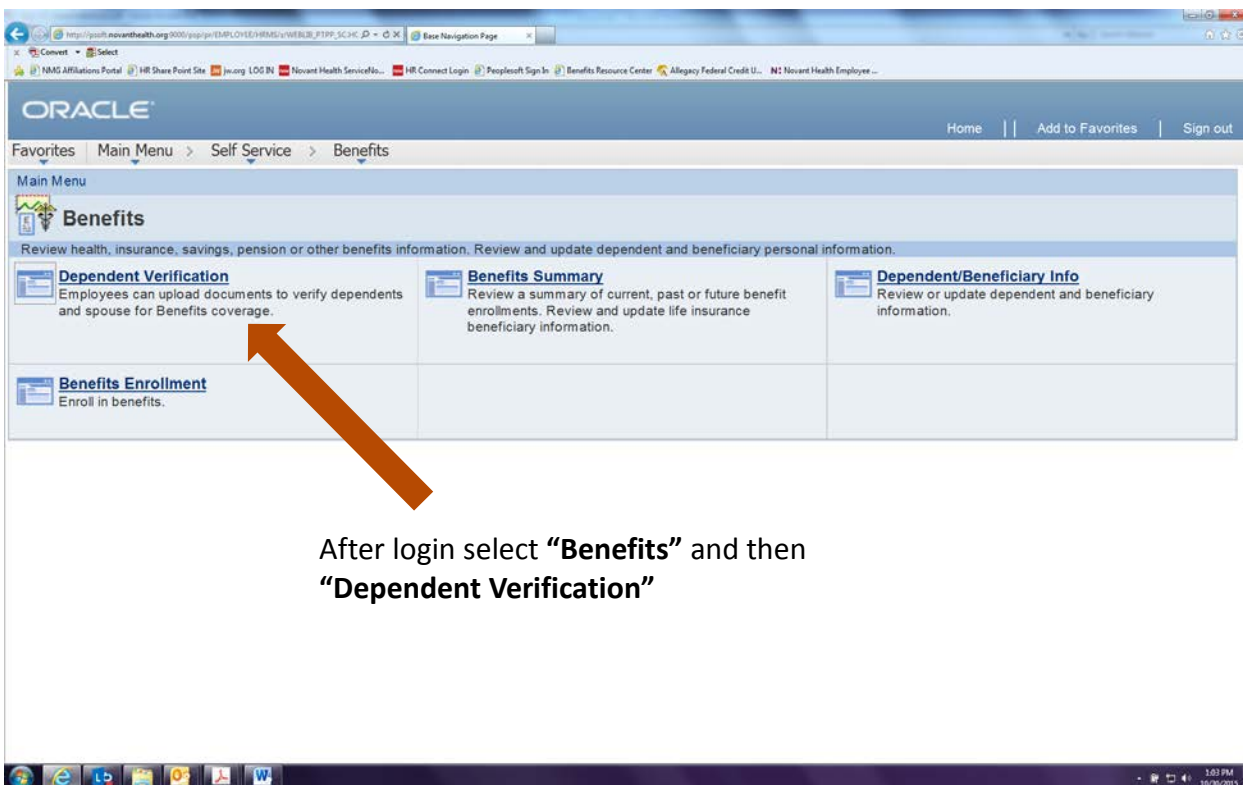
Uploading your dependent verification document(s) thru **self-service** is the safest way to provide your personal documents.

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 Benefits page. The page has a blue header with the Oracle logo and navigation links for Home, Add to Favorites, and Sign out. Below the header, there is a breadcrumb trail: Favorites | Main Menu > Self Service > Benefits. The main content area is titled 'Benefits' and includes a sub-header: 'Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.' There are three main sections: 'Dependent Verification' (Employees can upload documents to verify dependents and spouse for Benefits coverage), 'Benefits Summary' (Review a summary of current, past or future benefit enrollments. Review and update life insurance beneficiary information.), and 'Dependent/Beneficiary Info' (Review or update dependent and beneficiary information.). A fourth section, 'Benefits Enrollment' (Enroll in benefits.), is also visible. A large orange arrow points from the text below to the 'Dependent Verification' link.

After login select **"Benefits"** and then **"Dependent Verification"**

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

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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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

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.

How to Attach a Verification Document: (please note, your file name cannot exceed 64 characters)

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2. If you have already uploaded documents, click the plus sign icon first and then choose an Attachment Type.
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

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

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Attach Verification Documentation	Attachment Type	Description	Last Updated By	Last Updated	Add
1	009	Dependent Eligibility Verification			Add

Submit

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.