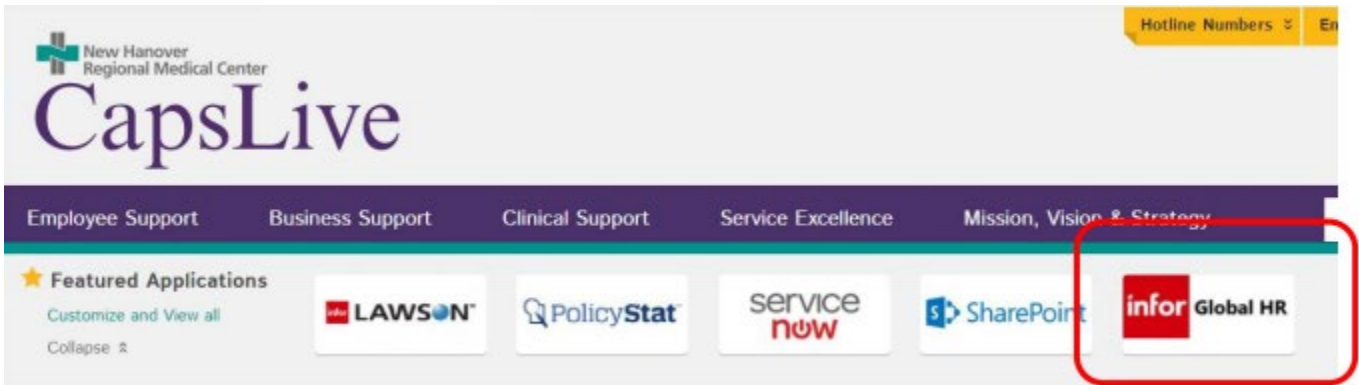
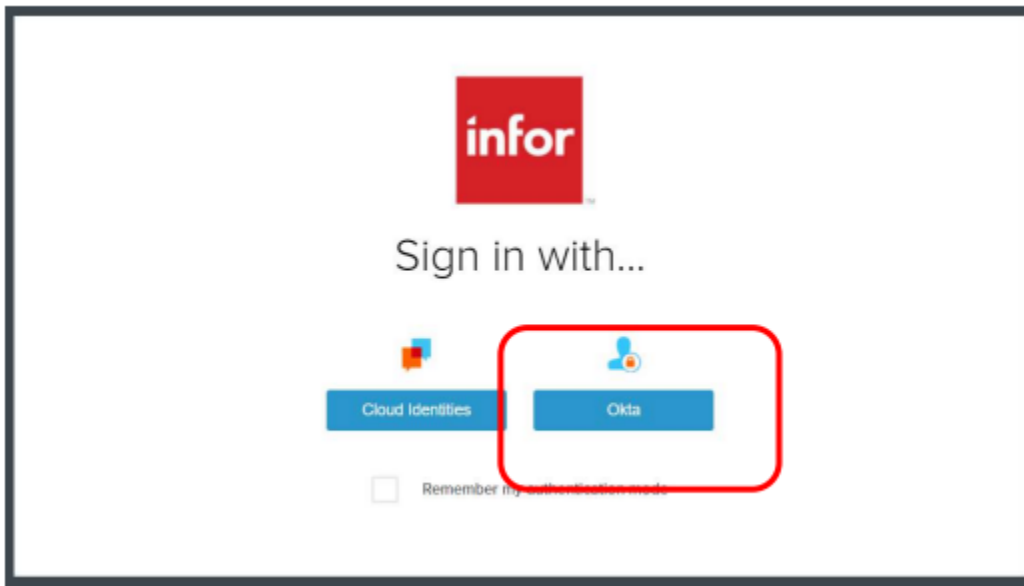


# How to upload your Dependent & Spouse Mandate verification in Global HR

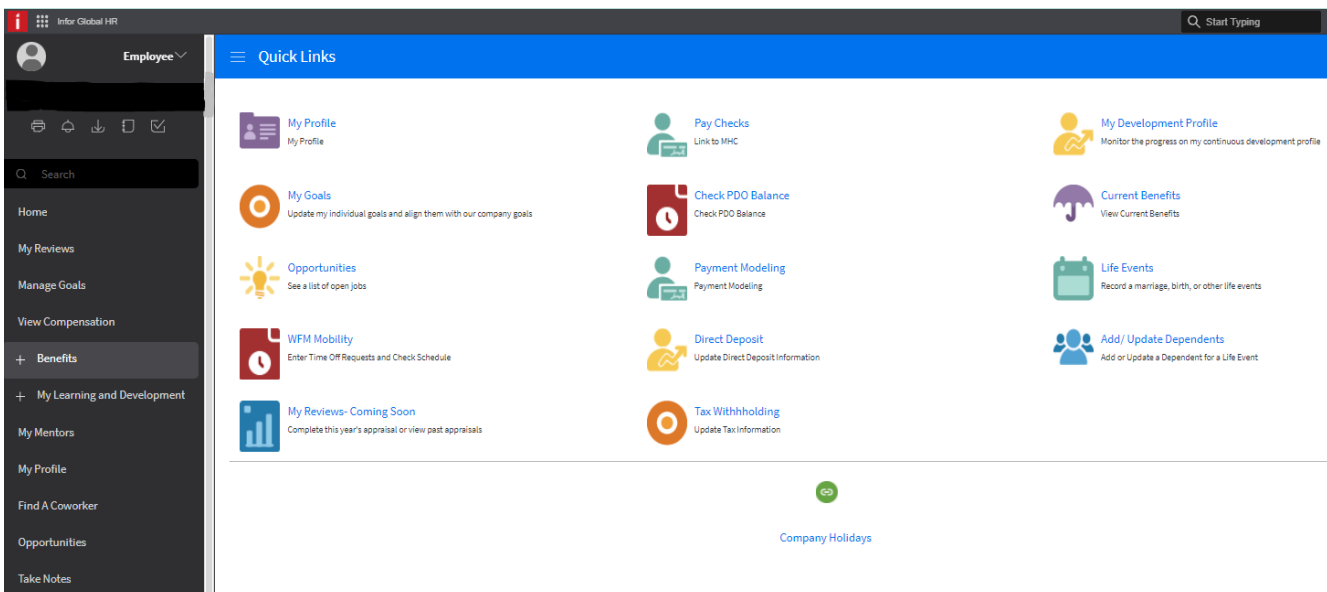
You will need to log into Infor Global HR. You can access this through the link on CapsLive.



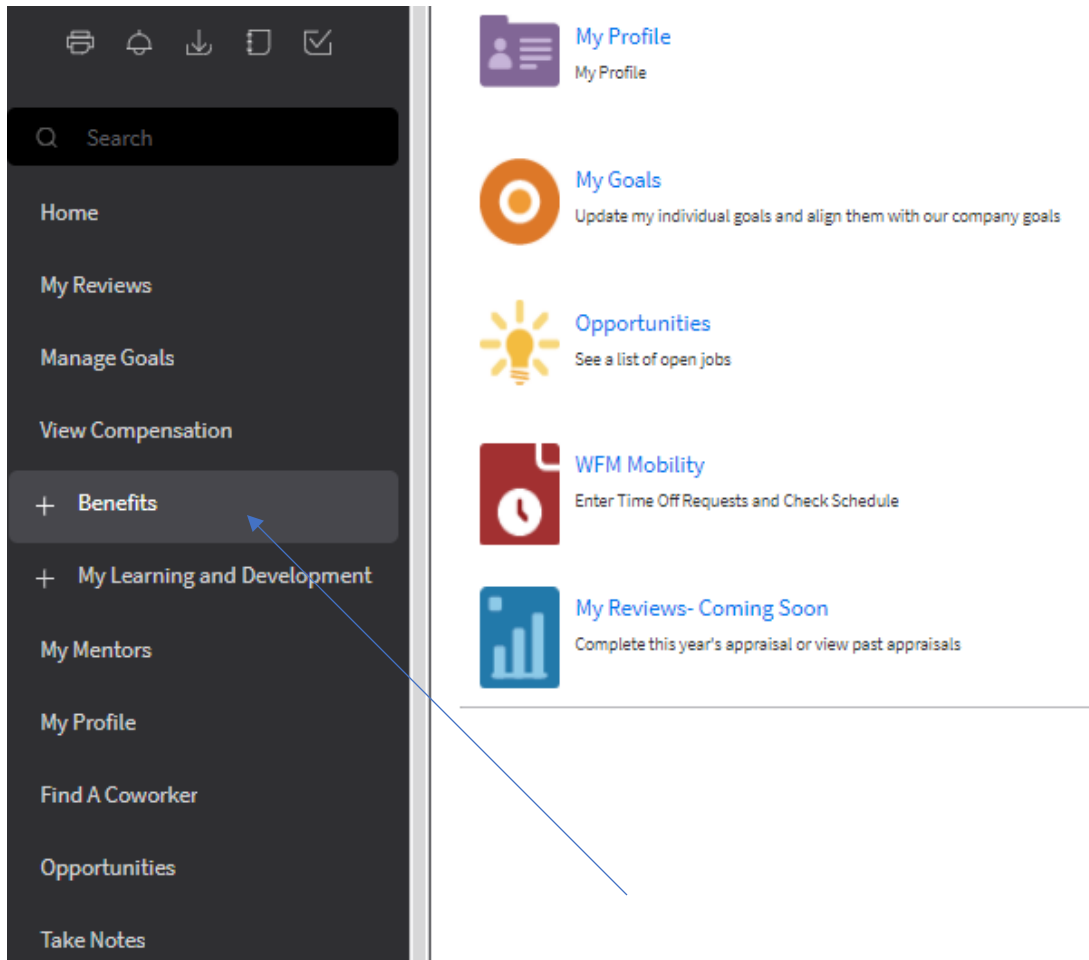
Once clicking the Infor Global HR icon, you will be prompted to sign in. Choose Okta.



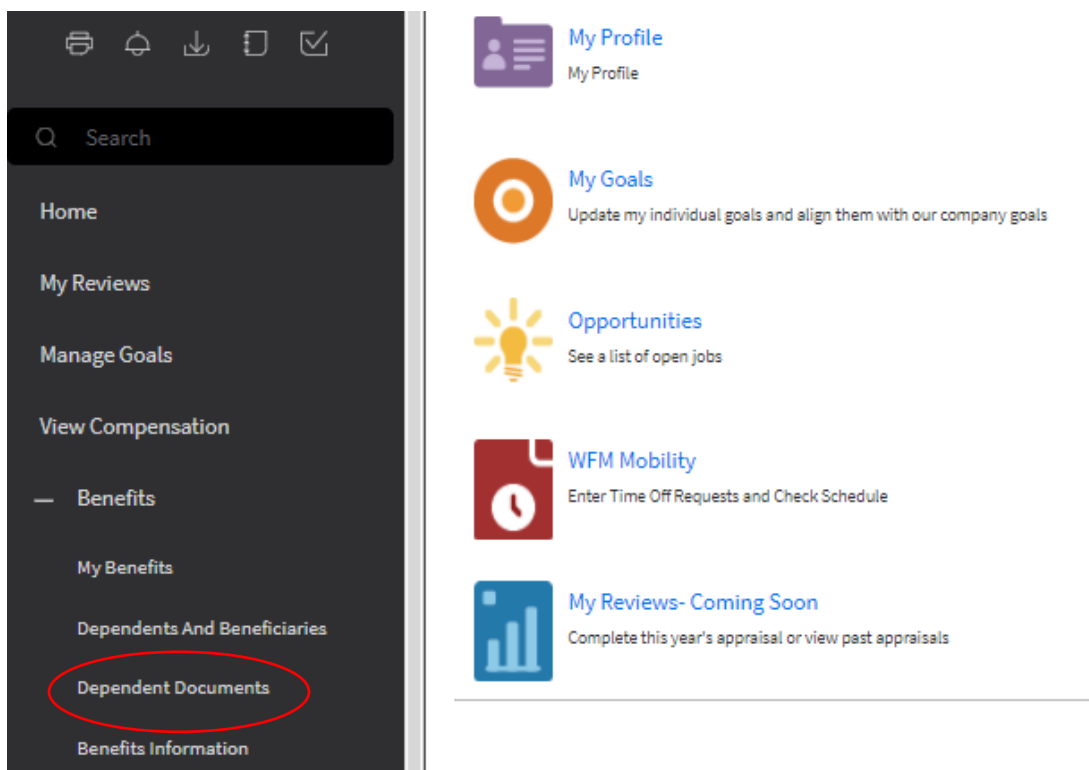
Global HR will now open to your Employee Space Home Page



## Use the menu on the side panel to select the Benefits option



## Choose the Dependent Documents option



Your Dependents should be listed.

☰ Dependent Documents

<input type="checkbox"/>	First And Last Name	Document Type	File
<input type="checkbox"/>	SYDNEY [REDACTED]	Dependent Verification	






☰      ...

Document Type

Select the Dependent you are uploading documents for and click Ok to add them

Select 'Dependent'

Dependents And Beneficiaries

 Save  Create  Delete ...

<input type="checkbox"/>	Dependent	Name	Relationship	DOB	Benefit Enrollment		Designated Beneficiary	
					Eligible	Enrolled	Yes	Yes
<input type="checkbox"/>	2	SYDNEY [REDACTED]	Child	11/16/2003	Confirmed	Yes	Yes	Yes
<input type="checkbox"/>	3	CHARLES [REDACTED]	Spouse	11/25/1957	Confirmed	Yes	Yes	Yes



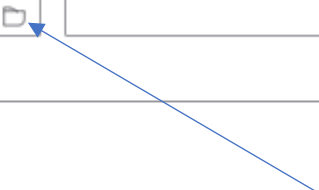
Click the Browse file option to locate the pdf copy of your dependent and/or spouse mandate verification document in your saved files

**≡ Add Dependent Document**

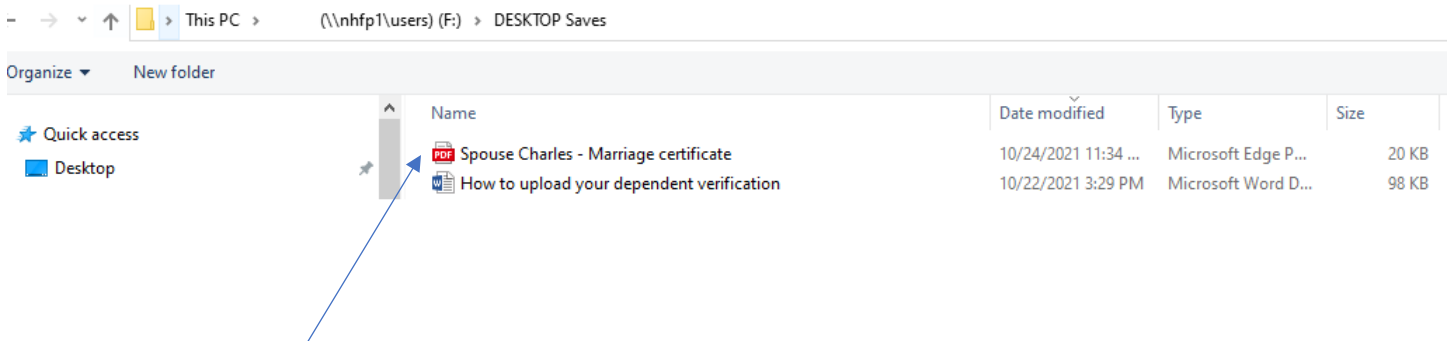
Dependent: 3  First And Last Name

Document Type:

Comments:



Locate your document and double click to upload



Click on the drop down “Document Type” to choose the type of verification you are providing

The screenshot shows the 'Add Dependent Document' form. At the top is a blue header with a hamburger menu icon and the text 'Add Dependent Document'. Below the header, there are two input fields: 'Dependent' with the value '3' and a search icon, and 'First And Last Name' with the value 'CHARLES'. To the right of these is a 'Document Type' dropdown menu currently set to 'Dependent Verification'. Below these fields is a 'Comments' text area. A blue arrow points to the dropdown arrow of the 'Document Type' menu.

Select the type of document you are attaching – Dependent or Spouse Non-Covered Verification

This screenshot is similar to the first one, but the 'Document Type' dropdown menu is open, showing three options: 'Dependent Verification' (highlighted in blue), 'Dependent Verification', and 'Spouse Non Coverage Verification'. Two blue arrows point to the first and second options in the dropdown list.



Once you hit Save your document will upload and be listed

**≡ Add Dependent Document**

Dependent:   First And Last Name:

Document Type:

[Spouse Charles - Marriage certificate.pdf](#)

Comments:

If you make an error you can delete the upload and re-load. You can also list comments pertaining to the document(s) you provided

**≡ Add Dependent Document**

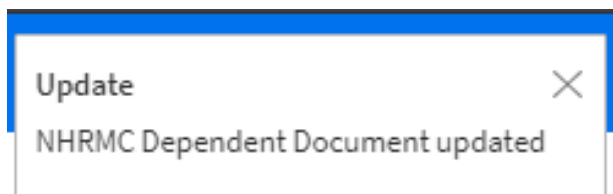
Dependent:   First And Last Name:

Document Type:

[Spouse Charles - Marriage certificate.pdf](#)

Comments:

You will receive an notice – Update Dependent documents updated



If you have questions, please call the People & Culture Solutions Center at 910-667-6000.