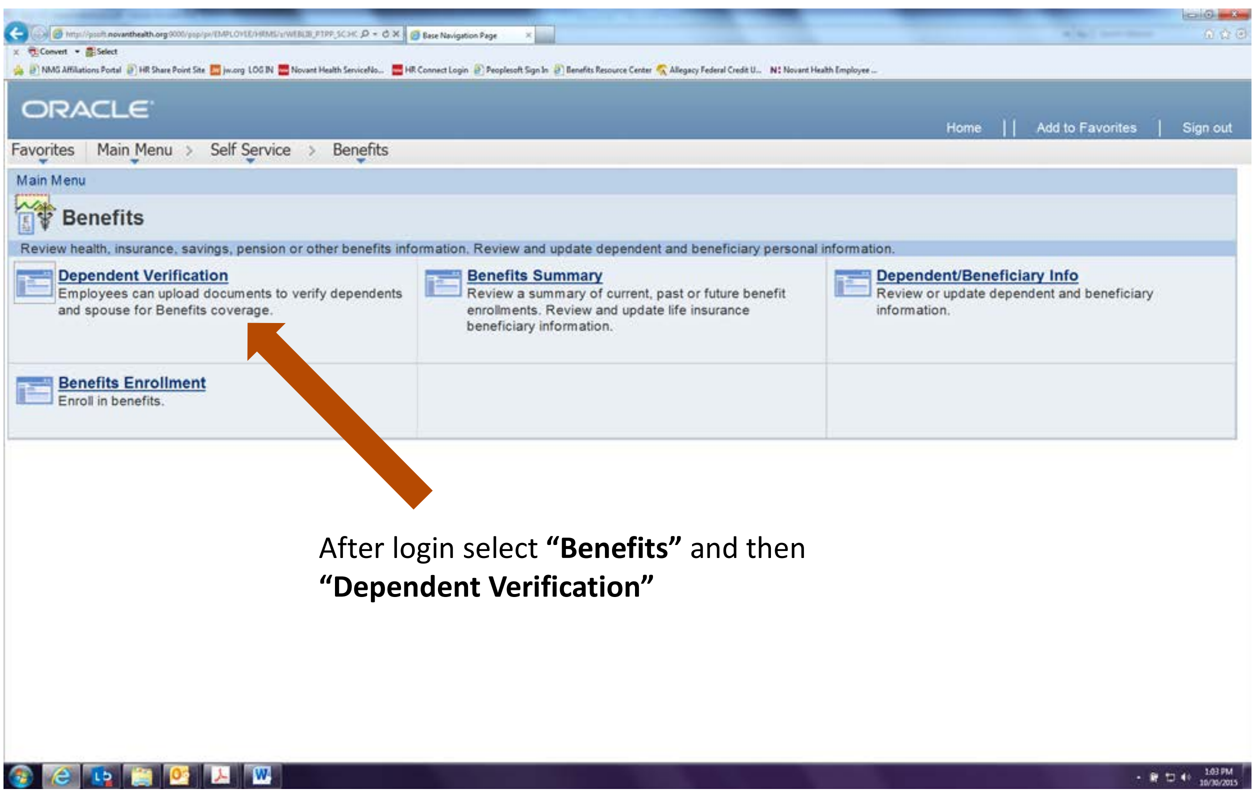
Uploading Dependent Verification Documents to Self-Service

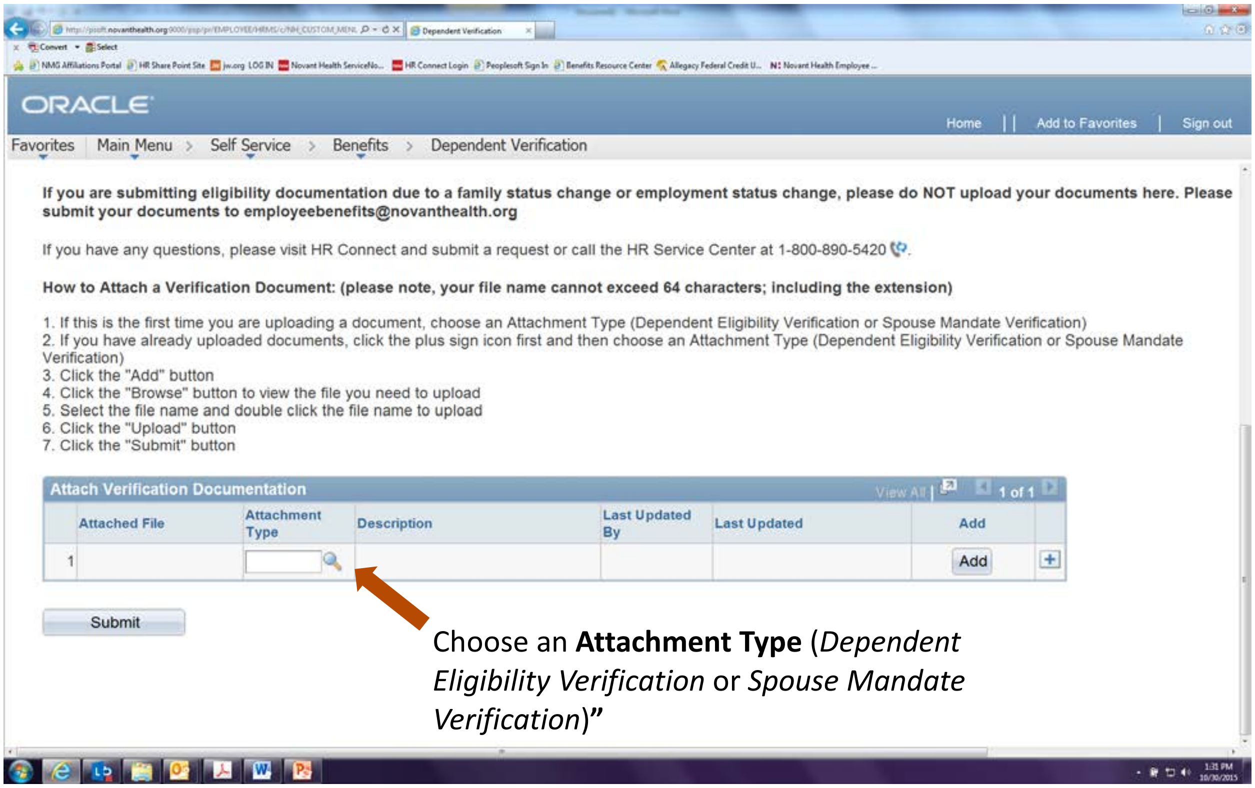
Uploading your dependent verification document(s) thru **self-service** is the safest way to provide your personal documents.

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.

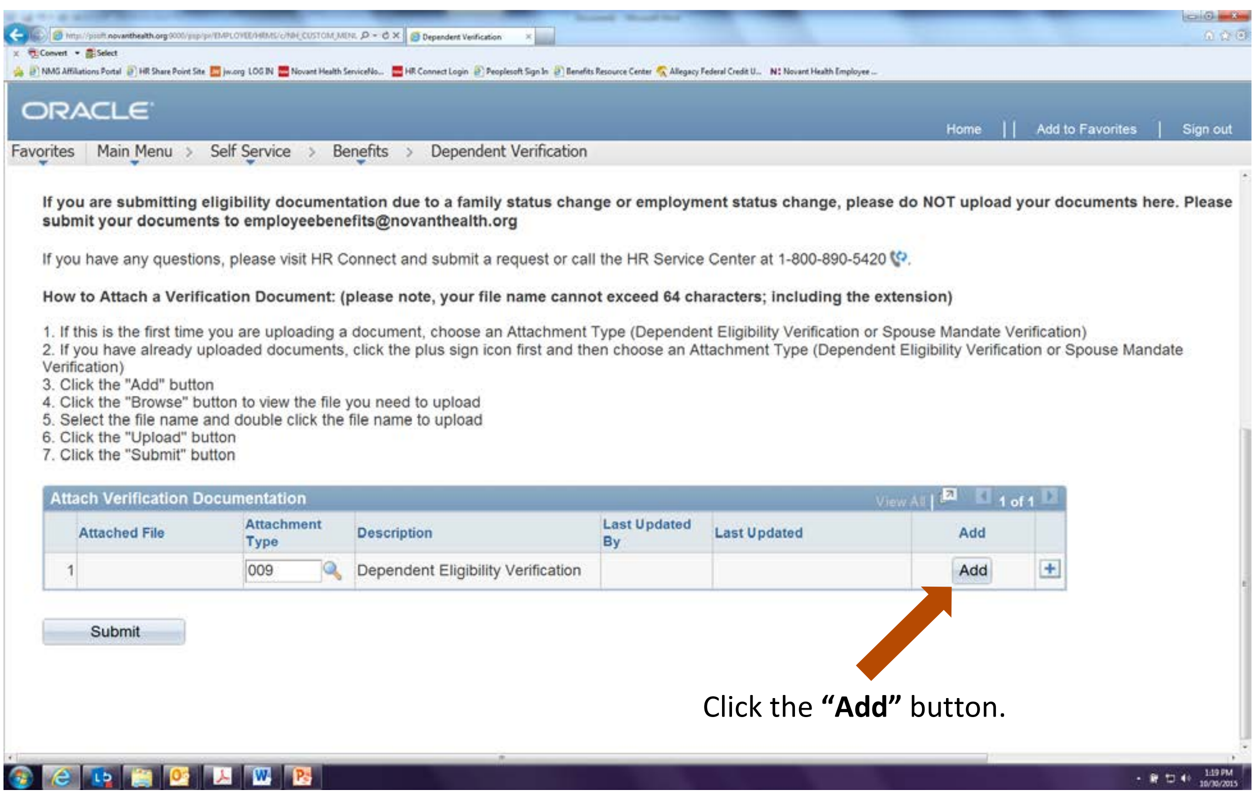
2. Log in to self-service and ***select Benefits > Dependent verification***.



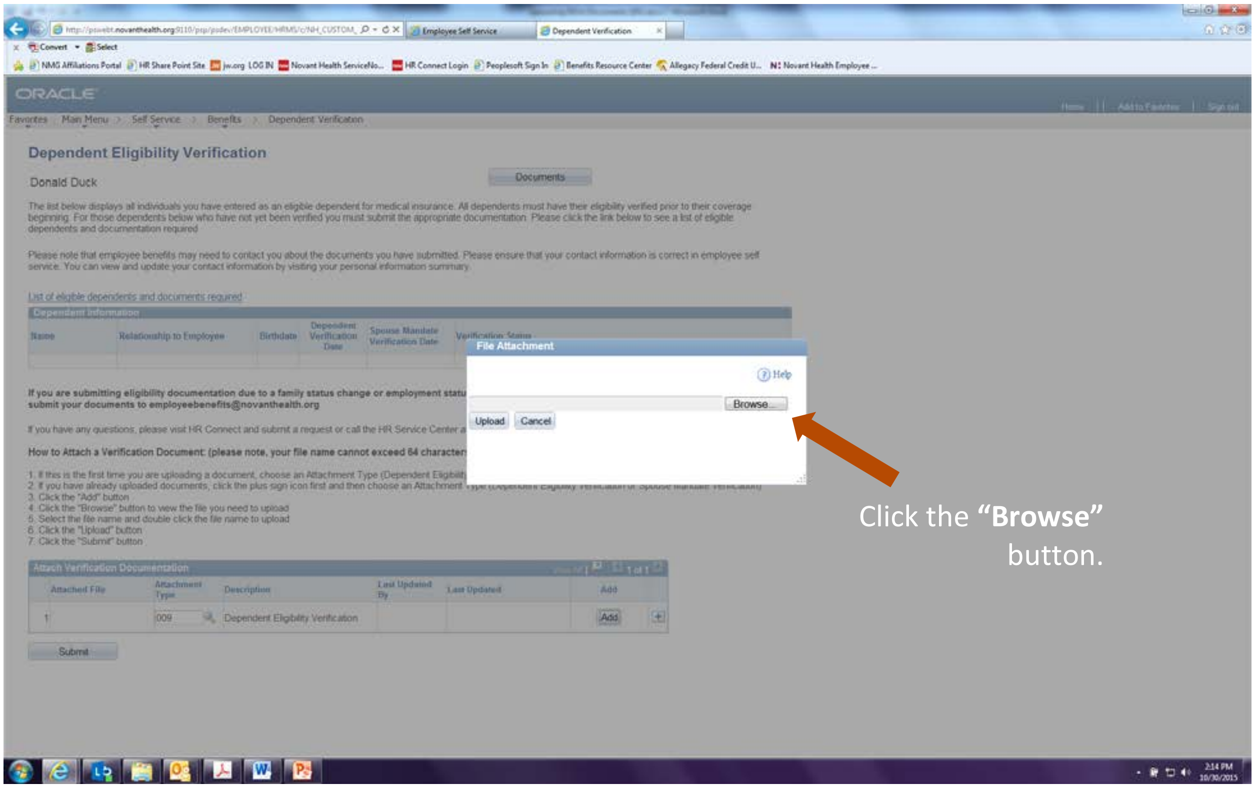
3. If this is the first time you are uploading a document, choose an Attachment Type (Dependent Eligibility Verification or Spouse Mandate Verification)



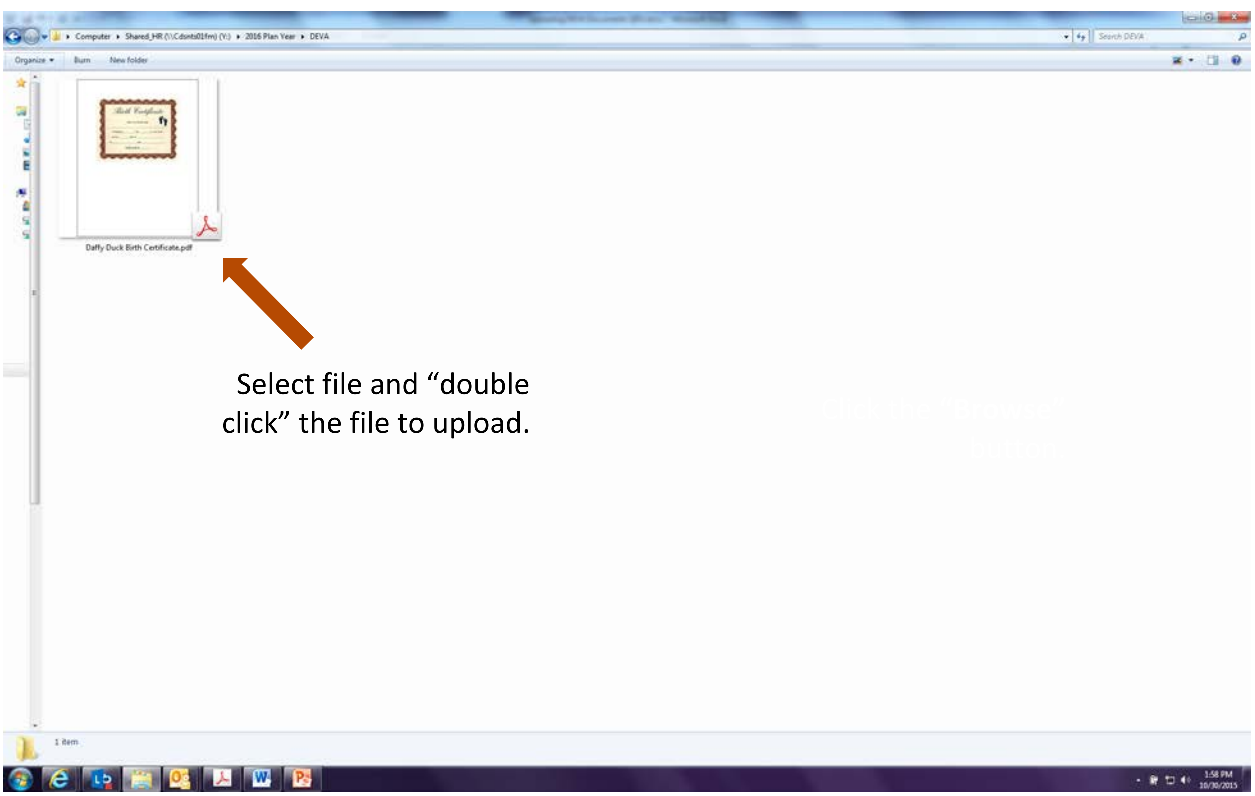
4. Click the “Add” button



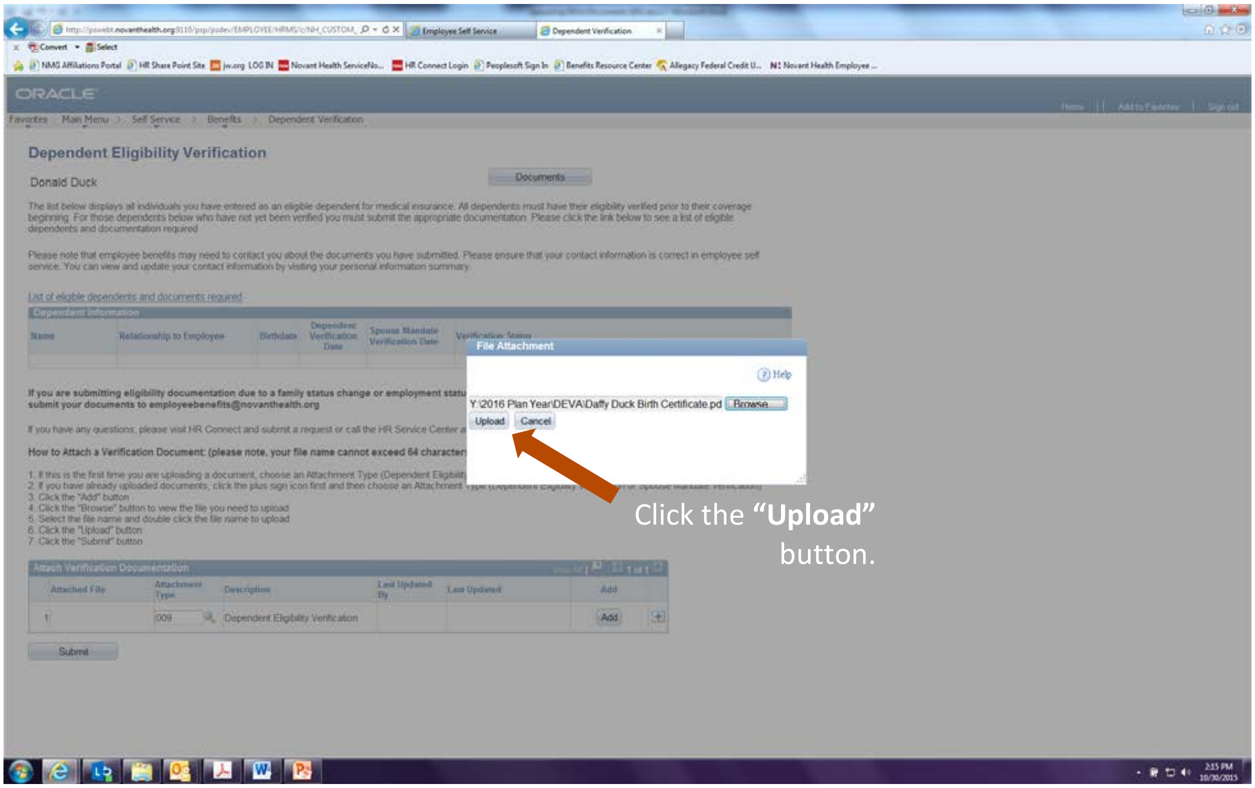
5. Click the "Browse" button to view the file you need to upload



6. Select the file name and “double click” to upload



7. Click the “Upload” button



8. Click the “Submit” button