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*.

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Review health, insurance, savings, pension or other benefits info	mation. Review and update dependent and beneficiary personal	information.	
Dependent Verification Employees can upload documents to verify dependents and spouse for Benefits coverage.	Review a summary of current, past or future benefit enrollments. Review and update life insurance beneficiary information.	Dependent/Beneficiary Info Review or update dependent and beneficiary information.	
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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

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