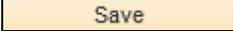
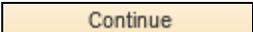
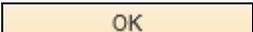




## Upload a Document when adding a Dependent

Step	Action
1.	Click in the <b>User ID</b> field.
2.	Enter your <b>User ID</b>
3.	Press <b>[Tab]</b> .
4.	Enter your <b>Password</b>
5.	Click the <b>Sign In</b> button. 
6.	Click the <b>Open Enrollment</b> link. 
7.	Click the <b>Select</b> button. 
8.	Click the <b>Edit</b> button next to Medical plan. 
9.	Scroll to the bottom of the page where you can see a list of your <b>dependents</b> .
10.	Click the <b>Add/Review Dependents</b> button. 
11.	Click the <b>Add a dependent or beneficiary</b> button. 
12.	Click in the <b>First Name</b> field. 
13.	Enter the desired information into the <b>First Name</b> field.
14.	Click in the <b>Last Name</b> field. 
15.	Enter the desired information into the <b>Last Name</b> field.
16.	Click in the <b>Date of Birth</b> field. 
17.	Enter the <b>Date of Birth</b> .
18.	Choose the <b>Gender</b> of the dependent.
19.	Choose the <b>Relationship to Employee</b> from the drop down list. 
20.	Click the <b>Child</b> list item. 
21.	Scroll to the bottom of the page and click the <b>Attach Document</b> link. 
22.	Click the <b>Look up Select a document</b> button. 



Step	Action
23.	Click the <b>BN_BIRTH</b> link. 
24.	Click the <b>Add Attachment</b> button. 
25.	Click in the <b>Subject</b> field.
26.	Enter the document type and the name of the dependent into the <b>Subject</b> field. For example “Birth Certificate Alex Albuquerque”
27.	Click the <b>Add Attachment</b> button. 
28.	Click the <b>Browse</b> button and search for the saved document.
29.	Click the document name.
30.	Click the <b>Open</b> object. 
31.	Click the <b>Upload</b> button. 
32.	Click the <b>Save</b> button. 
33.	Click the <b>OK</b> button. 
34.	Click the <b>Return to Dependent/Beneficiary page</b> link. 
35.	Click the <b>Return to Dependent/Beneficiary Summary</b> link. 
36.	Click the <b>Enroll</b> option next to the new dependent in order to add them to your insurance coverage.
37.	Click the <b>Continue</b> button. 
38.	Click the <b>OK</b> button. 
39.	<b>End of Procedure.</b>