



Uploading a Document

Step	Action
1.	Proof of relationship is required if you want to cover your spouse/Domestic Partner, children, step-children or Domestic Partner's children on medical, dental, vision or life insurance. Documentation is not required if they will only be designated as a beneficiary on your life insurance. Other documents to upload are: Social Security Card for the employee's name change and DP Affidavit and three financial proofs for Domestic Partnership.
2.	Uploading a document is part of the Open Enrollment and Life Events process in ESS. However, if that step was missed then here is the navigation to do it outside of a particular event.
3.	Main Menu>Benefits>Review Employee Benefits>Document Upload.
4.	Click on the Add a New Value tab.
5.	Click on the magnifying glass to the right of the Life Event Type field.
6.	Select the event that most closely goes with the type of document you are uploading.
7.	Your number should default in Empl ID field then click ADD.
8.	Click on the magnifying glass to the right of the Select a document field.
9.	Select a document type that most closely relates to the document you want to upload (i.e. divorce – if you have your divorce decree and are wanted to remove a Spouse from coverage that is now your ExSpouse.) The Open Enrollment Life Event Type is used only during open enrollment for any document.
10.	Click on the Add Attachment button.
11.	In the Subject field enter the type of document and the dependent's name.
12.	Click on the Add Attachment button.
13.	Browse for your document and double click to select it.
14.	Click on the Upload button.
15.	Click on the Save button.
16.	End of Procedure.