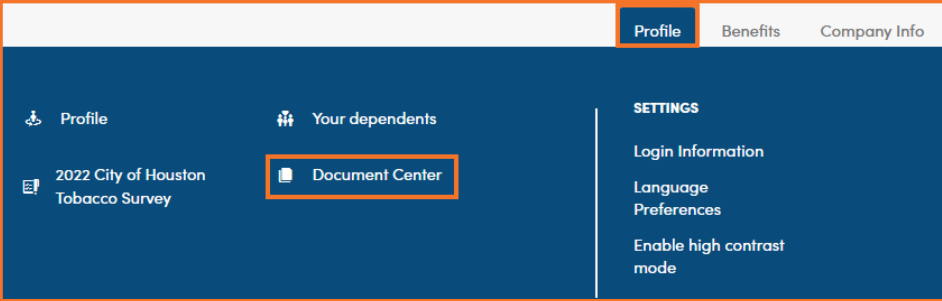
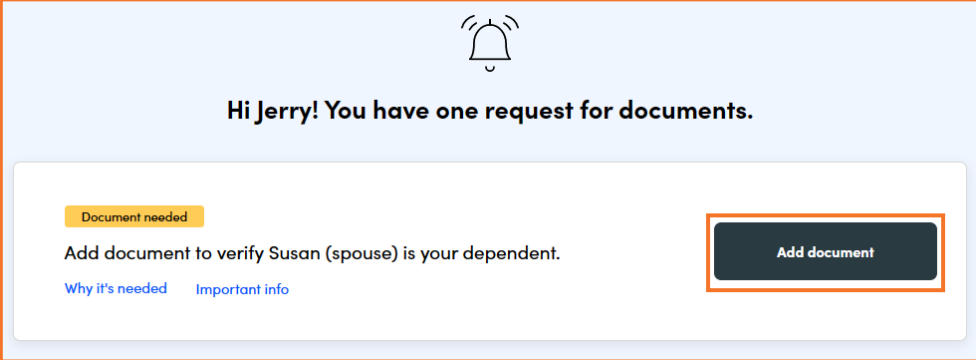
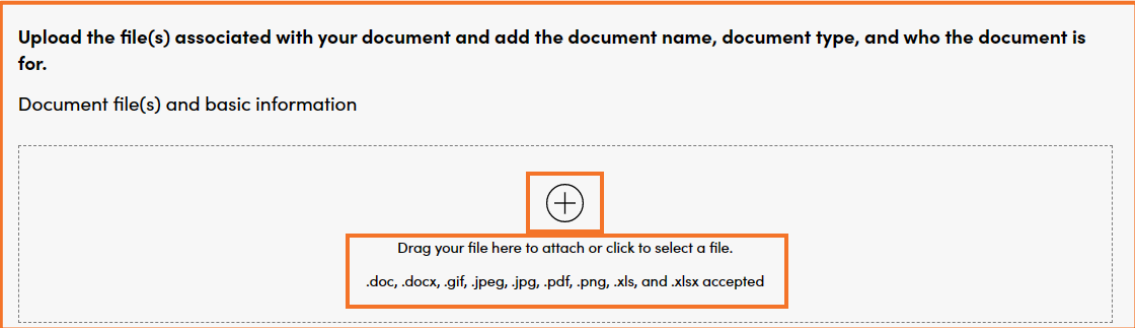
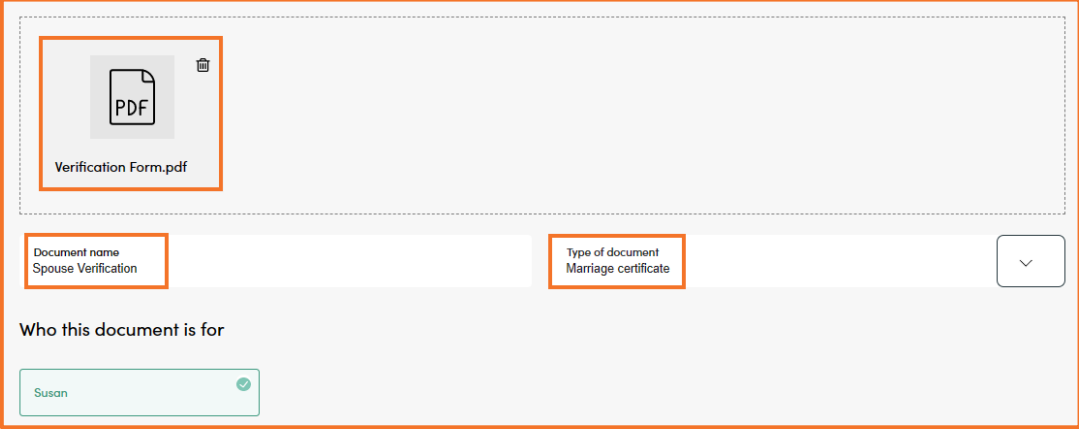
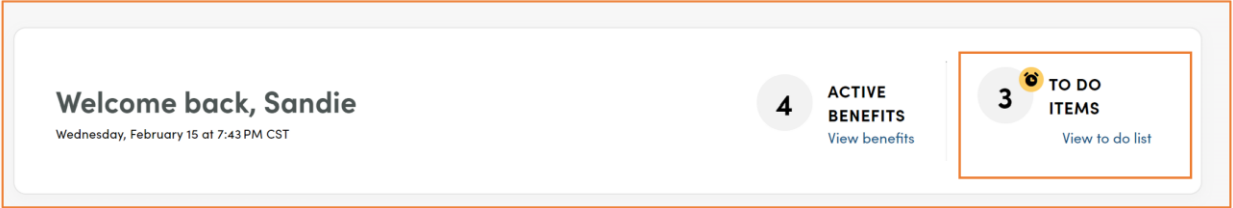
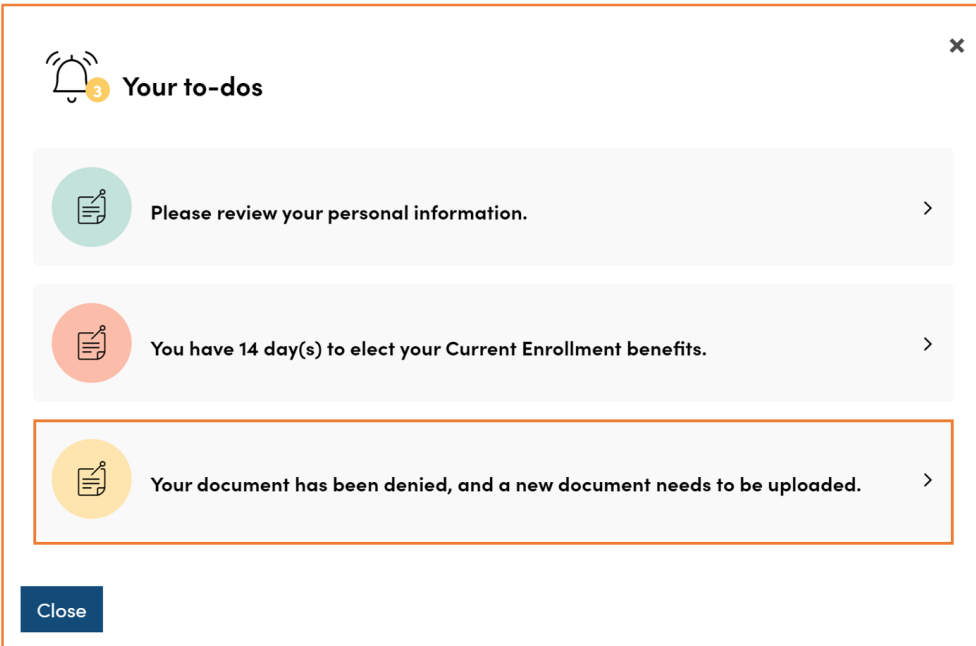




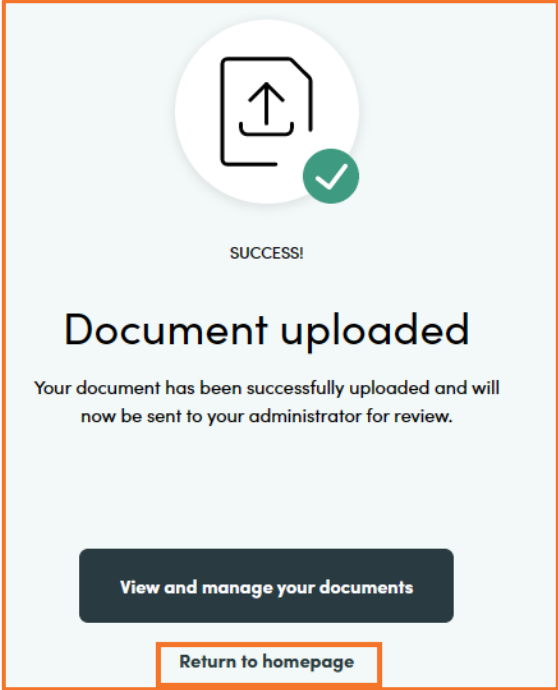
How to Attach Supplemental Documents for Verification

Step #	How to Attach Supplemental Documents for Verification
1	<p>On the homepage, click the Profile tab and select Document Center.</p>  <p>The screenshot shows a navigation menu with tabs for 'Profile', 'Benefits', and 'Company Info'. Under the 'Profile' tab, there are options for 'Profile', 'Your dependents', and 'Document Center'. The 'Document Center' option is highlighted with an orange box. To the right, there is a 'SETTINGS' section with options for 'Login Information', 'Language Preferences', and 'Enable high contrast mode'.</p>
2	<p>Any request for documentation will populate in this section. To add documentation, click Add document.</p>  <p>The screenshot shows a notification card with a bell icon and the text 'Hi Jerry! You have one request for documents.' Below this, there is a yellow 'Document needed' tag and a message: 'Add document to verify Susan (spouse) is your dependent.' There are links for 'Why it's needed' and 'Important info', and a dark 'Add document' button.</p>
3	<p>Click the Upload button and browse your computer for the document. Note: Below are the types of documents that can be uploaded.</p>  <p>The screenshot shows an upload interface with the text: 'Upload the file(s) associated with your document and add the document name, document type, and who the document is for.' Below this is a section titled 'Document file(s) and basic information' with a dashed border. Inside the border is a large plus sign icon and the text: 'Drag your file here to attach or click to select a file. .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .xls, and .xlsx accepted'.</p>



4	<p>After uploading the document, enter the Document Name and select the Type of Document.</p> <div data-bbox="292 361 1365 787"><p>The screenshot shows a document upload interface. At the top, a document icon labeled 'Verification Form.pdf' is shown. Below it, there are two input fields: 'Document name' with the text 'Spouse Verification' and 'Type of document' with a dropdown menu showing 'Marriage certificate'. Underneath, there is a section titled 'Who this document is for' with a dropdown menu showing 'Susan' and a checkmark icon.</p></div>
5	<p>Click the Save document button to continue.</p>
6	<p>After you have applied for benefits, any request for additional information will be visible in your To Do Items section. From the homepage, you may click on View To Do List to view requests for documentation.</p> <div data-bbox="302 1020 1528 1226"><p>The screenshot shows a user dashboard for 'Sandie'. It includes a welcome message: 'Welcome back, Sandie' with the date and time 'Wednesday, February 15 at 7:43 PM CST'. There are two notification cards: one for '4 ACTIVE BENEFITS' with a 'View benefits' link, and another for '3 TO DO ITEMS' with a 'View to do list' link.</p></div>
7	<p>Select the To Do item you wish to address.</p> <div data-bbox="295 1314 1265 1955"><p>The screenshot shows a 'Your to-dos' notification window. It has a bell icon with a '3' badge and a close button. There are three items listed: 'Please review your personal information.', 'You have 14 day(s) to elect your Current Enrollment benefits.', and 'Your document has been denied, and a new document needs to be uploaded.' Each item has a right-pointing arrow. A 'Close' button is at the bottom left.</p></div>



8	The Document Center page will appear. Upload or replace the document requested, then click Save Document .
9	Click Return to homepage to exit the Document Center .  A screenshot of a success message in a light blue box. At the top is a circular icon containing a document with an upward arrow and a green checkmark. Below the icon is the word "SUCCESS!". The main heading is "Document uploaded" in a large, bold font. Underneath is a smaller line of text: "Your document has been successfully uploaded and will now be sent to your administrator for review." At the bottom of the box are two buttons: a dark grey button with the text "View and manage your documents" and a white button with a black border and the text "Return to homepage". The "Return to homepage" button is highlighted with an orange border in the original image.