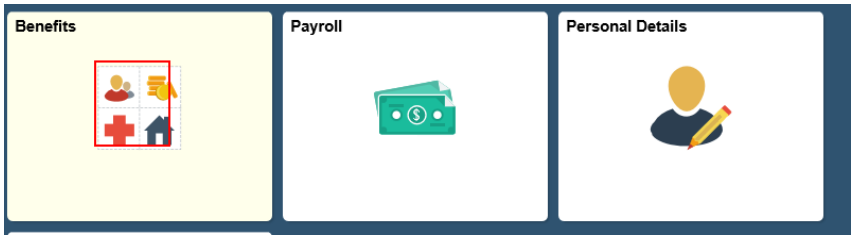
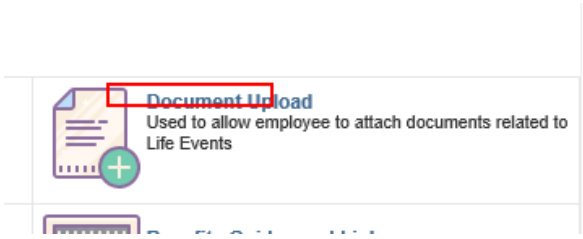
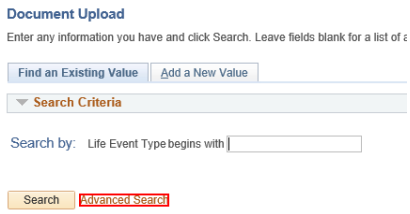
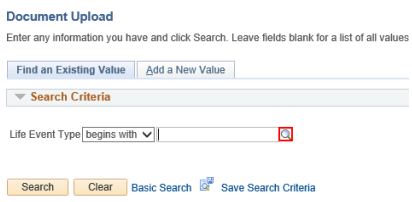
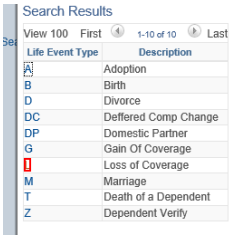
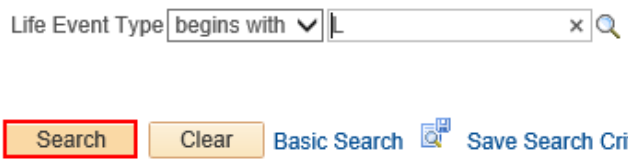
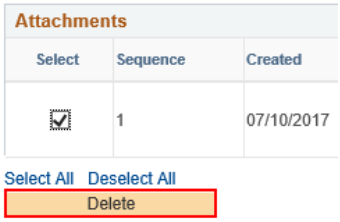
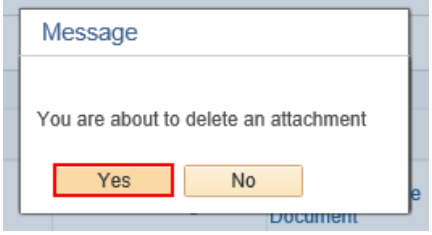
Deleting an Uploaded Document

Step	Action
1.	Click the **Benefits** tile. 
2.	The **Benefits Self Service** page displays. This page is a classic page, not a fluid page. The benefits self service portion of PeopleSoft has not yet been converted to Fluid. This page contains the links that you use to review and manage your benefits information. These links allow you to -- Review benefits summary information—to see your current or past benefits elections -- Review and/or edit your Dependent and beneficiary information -- Update your benefits information after you have experienced a qualifying Life Event—marriage, birth of a child, divorce, adoption, etc. -- Enroll in benefits during an open enrollment period and/or at the time of hire -- Upload documents in support of a qualifying life event or dependent verification -- Work with benefits forms and Plan Guides -- Request a CVC Voucher Each of these links is covered in topics in Employee Self Service training
3.	Click the **Document Upload** link. 
4.	Click the **Find an Existing Value** tab.

Step	Action
5.	The **Document Upload Find an Existing Value** page displays. There is one field on this page, the Life Event Type field. You can enter the Life Event type code in this field. These codes are: A for an Adoption life event B for a Birth Life Event D for a Divorce Life Event DC for a Deferred Compensation Change life event DP for a Domestic Partner life event G for Gain of Coverage Elsewhere life event L for a Loss of coverage Elsewhere life event M for a Marriage life event T a Death of Dependent life event Z Dependent Verify Note: Z is used to upload documents for dependent verifications like student verification that do not fall under a life event. If you do not remember the codes, you can use the **Advance Search** link to display advanced search options.
6.	Click the **Advanced Search** link. 
7.	The **Document Upload Find an Existing Value** advanced Search page displays. You can use the lookup icon to select the Life Event type. Note the search will return results only if you have previously uploaded documents associated with the life event type you select. For this example, you will select L for Loss of coverage.
8.	Click the **Look up Life Event Type** button. 

Step	Action
9.	Click the **L** link. 
10.	Click the **Search** button. 
11.	The **Life Event – Document Upload** page displays. The **Attachments** section lists the attachment you just added. This section indicates the date/time when the attachment was created/uploaded, the author (you), the Entry ID (the type of life Event), the Subject (what you entered in the Subject field), and the Status. For this example, you want to delete this document. You must first select the document by clicking the Select check box.
12.	Click the **Select** option.
13.	Notice the **Delete** button is now active. You could use the **Select All** link to select all documents in the grid (doing so activates the **Delete** button) or use the **Deselect All** link to deselect all previously selected documents (doing so deactivates the **Delete** button). You are now ready to delete the document.
14.	Click the **Delete** button. 

Step	Action
15.	A message box displays. This box asks you to confirm that you are deleting a document. Click **No** to change your mind. Click **Yes** to delete the document.
16.	Click the **Yes** button. 
17.	Notice the **Select** button for the document is now inactive and the **Status** field for the document displays Deleted. You have successfully deleted the document. Information for the deleted document will continue to display in the **Attachments** grid. You cannot view documents that have been deleted.
18.	Click the **Self Service Home** button.
19.	**End of Procedure.**