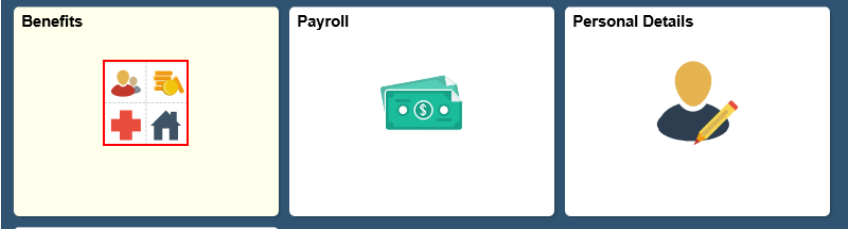
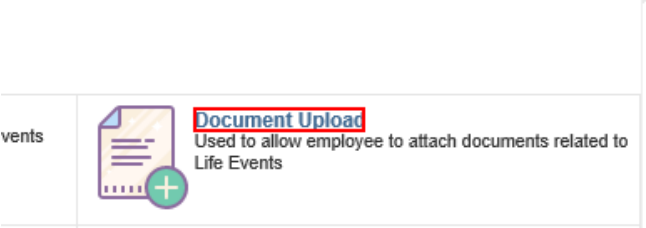






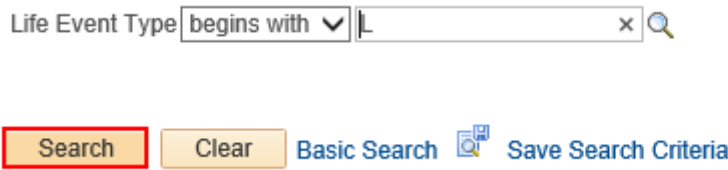

Viewing an Uploaded Document

Step	Action
1.	<p>Click the Benefits button.</p> 
2.	<p>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.</p> <p>This page contains the links that you use to review and manage your benefits information. These links allow you to</p> <ul style="list-style-type: none">•Review benefits summary information—to see your current or past benefits elections<ul style="list-style-type: none">-- 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--View benefits guides, forms, and provider links <p>Each of these links is covered in topics in Employee Self Service training</p>
3.	<p>Click the Document Upload link.</p> 



Step	Action
4.	<p>Click the Find an Existing Value tab.</p> <p>Document Upload</p> <p>Find an Existing Value Add a New Value</p> <p>Life Event Type <input type="text"/> </p>
5.	<p>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:</p> <p>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</p> <p>Note: Z is used to upload documents for dependent verifications like student verification that do not fall under a life event.</p> <p>If you do not remember the codes, you can use the Advance Search link to display advanced search options.</p>
6.	<p>Click the Advanced Search link.</p> <p>Search by: Life Event Type begins with <input type="text"/></p> <p>Search Advanced Search</p>
7.	<p>The Document Upload Find an Existing Value advanced Search page displays.</p> <p>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.</p> <p>For this example, you will select L for Loss of coverage.</p>



Step	Action
8.	<p>Click the Look up Life Event Type button.</p> 
9.	<p>Click the L link.</p> 
10.	<p>Click the Search button.</p> 
11.	<p>The Life Event – Document Upload page displays.</p> <p>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.</p> <p>For this example, you want to view this document. You must click the link in the Subject field for the attachment.</p>
12.	<p>Click the Loss of Coverage Document link.</p> 
13.	<p>The Document Definition - View/Delete Attachment page displays.</p> <p>The file name of the attachment displays in view only mode in the Attachment field.</p> <p>You can use the View Attachment button to view the document. It will open in a new browser tab.</p> <p>Note: You can edit the value in the subject field if you want. Use the Update button to save any edits that you make. For this example, you will not make any edits.</p>



Step	Action
14.	Click the View Attachment button. ent Loss_of_Coverage_Certificate.pdf 
15.	The attachment opens in a new browser tab. The file here is a sample file used for the purposes of training.
16.	Click the Close Tab button. 
17.	Click the Life Events - Document Upload link.  Go To 
18.	Click the Self Service Home button.  
19.	End of Procedure.