Contra Costa County PeopleSoft Training
Employee Self Service
Quick Reference Guide

Deleting an Uploaded Document

1. Click the **Benefits** tile on the **Employee Self Service** home page.
2. Click the **Document Upload** link on the **Benefits Self Service** page.
3. Click the **Find an Existing Value** tab
4. Enter a Life Event Type code in the **Life Event Type** field
5. Click the **Search** button
6. Click the **Select** check box
7. Click the **Delete** button
8. Click the **Yes** button on the Confirmation page.

Note

The deleted document will still appear in the **Attachments** grid on the **Life Events - Document Upload** page. It **Status** will be Deleted. You will not be able to select it or view it. Information for the document will be presented in view only mode.