



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Uploading a 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. Select a **Life Event Type**
4. Click the **Add** button
5. Click the **Add Attachment** button
6. Enter a description of the document to be uploaded in the **Subject** field
7. Click the **Add Attachment** button
8. Use the **File Attachment** page to locate a document to upload--browse, select a file, and click the **Upload** button
9. Click the **Save** button

The screenshots show the following steps:

- Step 1:** The 'Benefits' tile is highlighted on the Employee Self Service home page.
- Step 2:** The 'Document Upload' link is highlighted in the 'Benefits Self Service' section.
- Step 3:** A 'Life Event Type' is selected from a dropdown menu.
- Step 4:** The 'Add' button is clicked.
- Step 5:** The 'Add Attachment' button is clicked.
- Step 6:** A description is entered in the 'Subject' field.
- Step 7:** The 'Add Attachment' button is clicked again.
- Step 8:** The 'File Attachment' page is shown, with the 'Browse' button highlighted.
- Step 9:** The 'Save' button is highlighted.