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