



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Viewing 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 link in the **Subject** column
7. Click the **View Attachment** button

Note

The attachment will open in a new browser tab.

The screenshots show the following steps:

- Step 1:** The Oracle Employee Self Service home page. The **Benefits** tile is highlighted with a red box and the number 1.
- Step 2:** The **Benefits Self Service** page. The **Document Upload** link is highlighted with a red box and the number 2.
- Step 3:** The **Document Upload** page. The **Find an Existing Value** tab is highlighted with a red box and the number 3.
- Step 4:** The **Document Upload** page. The **Life Event Type** field is highlighted with a red box and the number 4.
- Step 5:** The **Document Upload** page. The **Search** button is highlighted with a red box and the number 5.
- Step 6:** The **Life Events - Document Upload** page. The **Subject** column link is highlighted with a red box and the number 6.
- Step 7:** The **Document Definition - View/Delete Attachment** page. The **View Attachment** button is highlighted with a red box and the number 7.