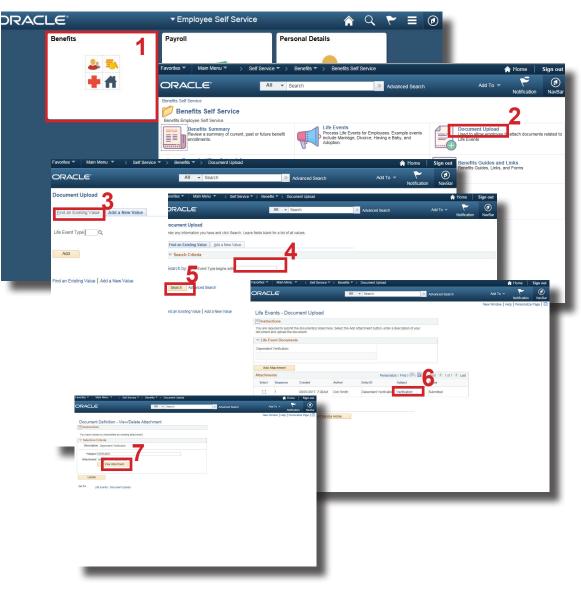


Contra Costa County PeopleSoft Training Employee Self Service

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.