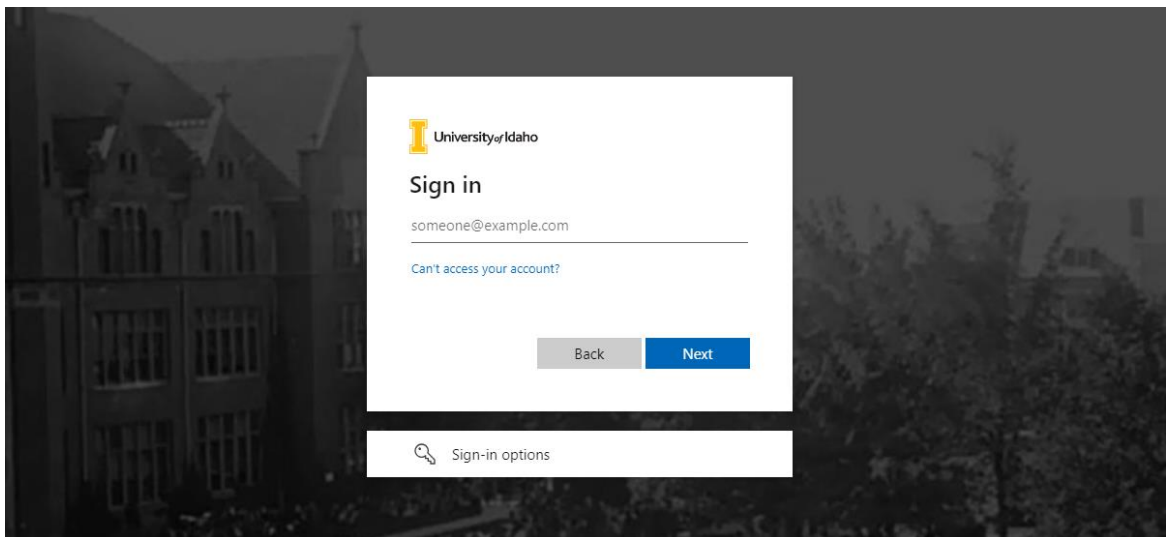
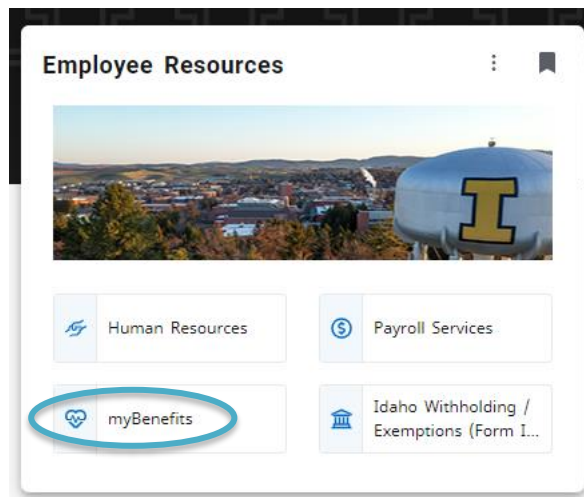


Uploading Documents to the MyBenefits Portal

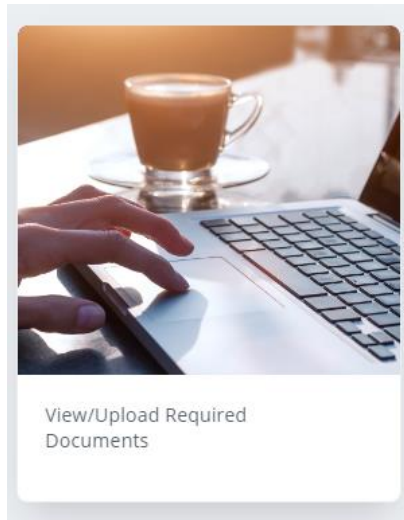
1. Begin by scanning the required documents to your computer.
2. Log into MyUI



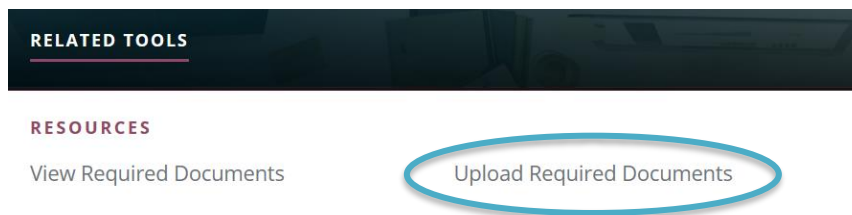
3. On the Employee Resources card, select *myBenefits*



4. From the myBenefits portal, click on the View/Upload Required Documents box from the main screen.



5. Select Upload Required Documents



6. Complete the steps indicated to upload the required documentation

Upload documents

This page lists the documents that you are required to submit related to enrolment changes that you recently submitted.

If a document is required more than once, it will appear in the list as many times as it is required. You must upload it as many times as it appears in the list.

For each required document, you can upload a file a maximum of five times.

- Click **Upload** to attach a document.
- Click **View** or a document name to view the document.
- Click **Replace** to attach a new version of a document you have already submitted.
- Click **Remove** to remove a document submitted in error and re-set it to "Not received". Note: If there is more than one version of a document uploaded, this will remove all of them.