Purpose: Workterra allows you to upload documents that are required by the City of Redmond to support enrolling in, or terminating, benefits. Examples include a Marriage Certificate or a Declaration of Domestic Partnership.

When completing a new hire enrollment or a qualifying event, the system will attach your document to the corresponding enrollment event. If you are using the Enrollment Links on your Home Page or the Upload Documents option in the "My Profile" section in the left menu, you will need to select the enrollment event to which you are attaching your document. For example, to add a Declaration of Marriage form, you must have already initiated a marriage qualifying event enrollment.

Audience: Benefits eligible employees

Step	What to do	Visual Aid
1	Save a copy of your completed document to your computer. Supported formats are: txt, doc, docx, rtf, xls, xlsx, html, pdf, jpg, or png .The upload limit is 1 MB per file.	
2	From the Workterra homepage, click on the "My Profile" menu and select "Upload Documents." ***Note: If uploading a document during the enrollment process, skip steps 2-3. The Upload Document screen will appear automatically within that workflow.***	
3	From the "Enrollment Mode" drop-down menu, select the appropriate enrollment event that pertains to the documents to be uploaded. Click "OK" on the Upload Document pop-up window that appears.	

4	Click on the upload icon in the Action column for the appropriate person (i.e., either you or a dependent).	
5	This example is for adding a new dependent child. Click on the upload icon, click on the upload icon within the pop-up window for "Document Upload" and select the document from your files. Click "Save & Continue."	
6	Verify that the uploaded document is there by clicking the arrow next to the person's name. The status will be "Pending" while it's awaiting HR's review.	
7	Click the "Save" button when done.	
8	Now the uploaded document/s will appear under "Other Uploaded Documents" and they are ready for review.	

Verification of competency: A person is considered to have mastered this task when they can perform all steps listed above without any assistance.

Revision History		
Revision Date	Summary of revision	Revision Author
10/5/2022	Initial development of SOP	D Emami
11/22/2022	SME Review	N Bruce