



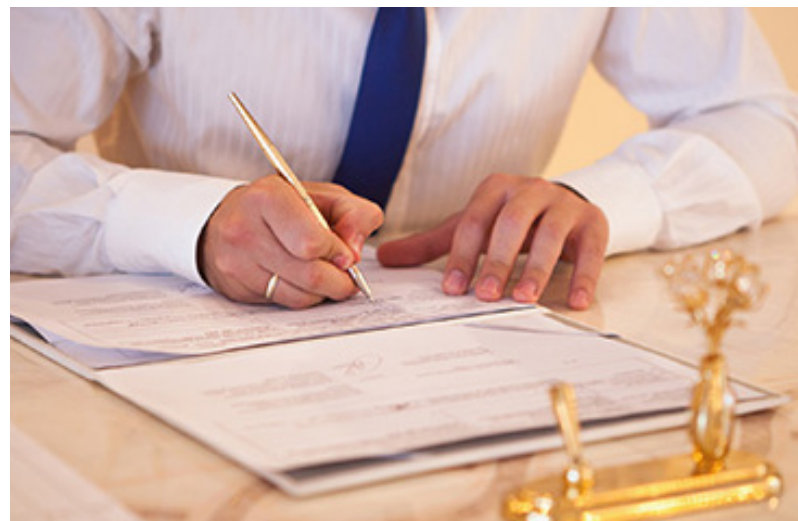
how to Upload Documents

GUIDE TO ONLINE ENROLLMENT

OVERVIEW

Bellevue Benefits allows you to upload documents required by the City of Bellevue that support enrolling in, or terminating, a dependent's benefits.

Ex: Declaration of Marriage
Declaration of Domestic Partnership



ACCESSING UPLOAD DOCUMENTS

When completing a new hire enrollment or a life 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.

Ex: To add a Declaration of Marriage form, you must have already initiated a marriage life event enrollment.



STEPS FOR UPLOADING DOCUMENTS

1. Save a copy of your completed document to your computer. Supported formats: .txt, .pdf, .rtf, .ppt, .pptx, .xls, .xlsx, .doc, .docx. File size limit is 4,069 KB.
2. Click **"Upload Documents"**
 - From the Home Page -or- upload document functionality in the enrollment workflow
3. Click **"Browse"** to access your computer files and find your document.
4. Click **"Open"** to select your document.
5. Click **"Upload"** to bring your document into Bellevue Benefits.
6. If you select **"View Uploaded Document(s)"** you are able to open and review the uploaded document.
7. Click **"Save"** to complete the upload document process. You will advance to the next enrollment screen.
8. City of Bellevue Human Resources will automatically be notified that a new document has been saved to the system and is ready for review.

