

Document Upload

Benefit Changes, Dependent Verifications, and Leaves of Absence document submission

What is Document Upload?

The Document Upload function in eWay allows you to upload required documents as you process changes or make updates via Self-Service in eWay. This function replaces the need to e-mail documents to HR and allows employees to access the submitted documents in their eWay profile at later dates.

Self-Service functions that include Document Upload feature:

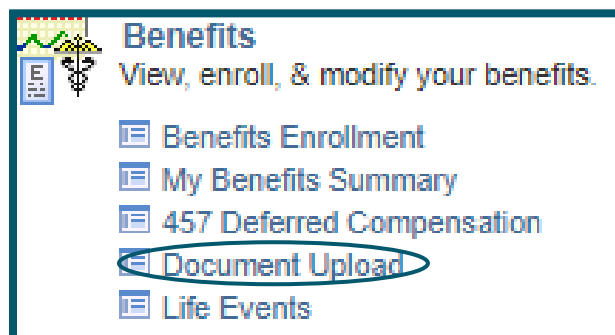
- Mid-year Benefit Changes: Life Events
- Dependent Verifications for family members covered on City health plans
- Leave of Absence Request Form


If you request any of the following in eWay, you will be directed to “Document Upload”

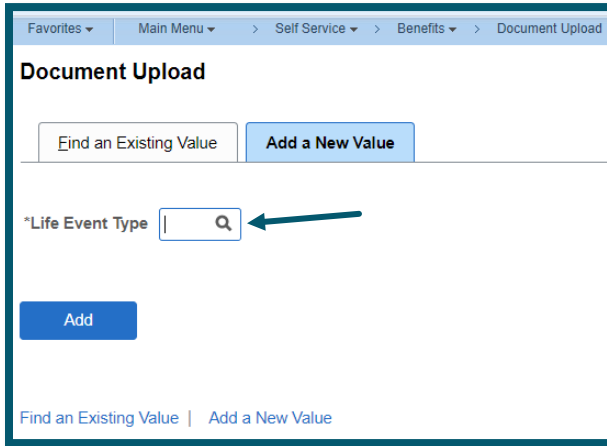
How Do I Upload My Document(s)?

For eWay activities that direct you to the document upload, your “Life Event Type” will auto-fill; skip to Step 3. If you are attempting to upload a document outside of one of the events, refer to Steps 1- 4 below:

1. Once you have the required documents, log in to eWay.
Then, go to the “**Benefits**” section under “**Employee Quick Links**”.
A “**Document Upload**” link will be listed there. Click this link to get started.





2. **Click the magnifying glass**  to find the “Life Event Type” that applies to your reason for uploading a document.



Document Upload

Find an Existing Value | Add a New Value

*Life Event Type  

Add

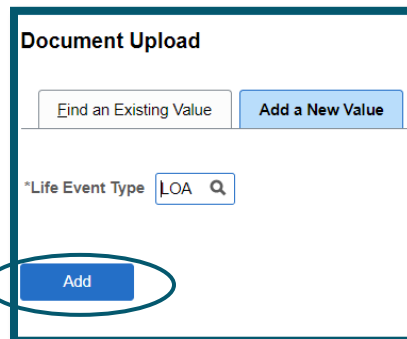
Find an Existing Value | Add a New Value

Life Event Type	Description
A	Adoption
B	Birth
D	Divorce
DIS	Dissolution of DP
DP	Domestic Partnership
FS3	In Lieu HR Only
GCV	Gain of Coverage
LCV	Loss of Coverage
LOA	Leave of Absence
M	Marriage
NC	Name Change
VDE	Dependent Verificatn

Review the list descriptions, then **choose the “Life Event Type”** that best matches the reason.


That will return you to the “Add New Value” screen with the Life Event Type code filled in.

Click “Add”



Document Upload

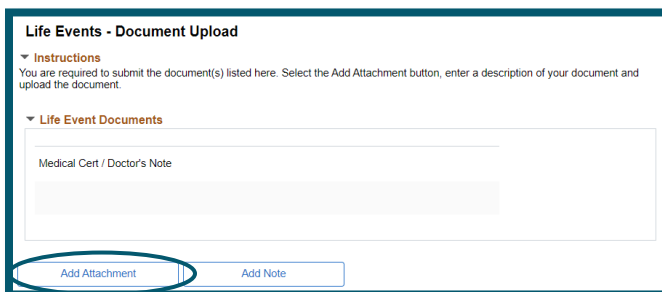
Find an Existing Value | Add a New Value

*Life Event Type 

Add

For eWay activities that direct you to the document upload, your “Life Event Type” will auto-fill.

3. **Click Add Attachment**, then on the next page, enter the type of event in the **Subject** field; in this case “Marriage”. Then click **Add Attachment**. A window will pop up, click **Choose File**, then click **Upload**.



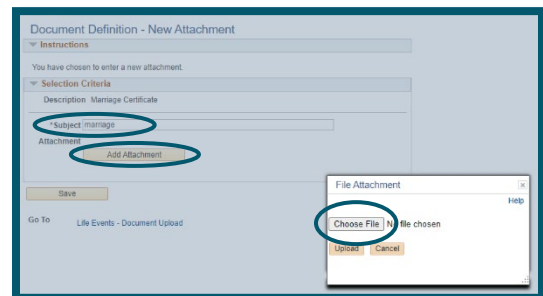
Life Events - Document Upload

Instructions
You are required to submit the document(s) listed here. Select the Add Attachment button, enter a description of your document and upload the document.

Life Event Documents

Medical Cert / Doctor's Note

Add Attachment | Add Note



Document Definition - New Attachment

Instructions
You have chosen to enter a new attachment.

Selection Criteria
Description: Marriage Certificate

Subject: marriage

Add Attachment

Save

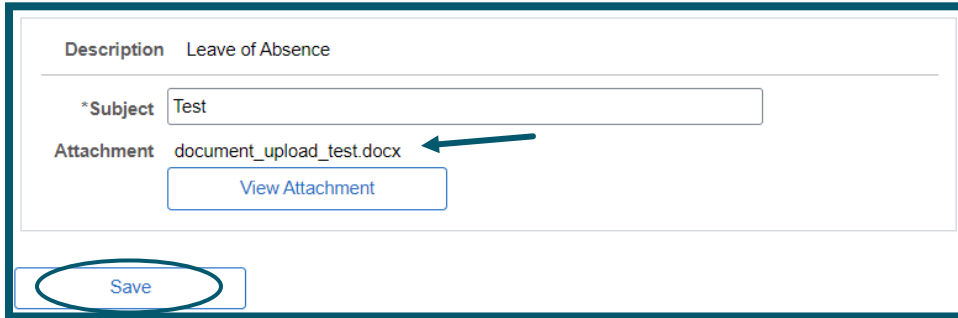
Go To: Life Events - Document Upload

File Attachment

Choose File | file chosen

Upload | Cancel

4. Once the attachment is uploaded and you see it listed on the page, then click **Save**. Click View Attachment to verify the document you intended was uploaded. It will open in new window.



The screenshot shows a web form with the following elements:

- Description:** Leave of Absence
- *Subject:** Test
- Attachment:** document_upload_test.docx (with a blue arrow pointing to the filename)
- View Attachment:** A button below the attachment name.
- Save:** A button at the bottom left, circled in blue.

If you have additional verification documents, i.e. multiple Birth Certificates or a Medical Certification and Leave Schedule, repeat the process.

If not, you are **done!**