

## 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”

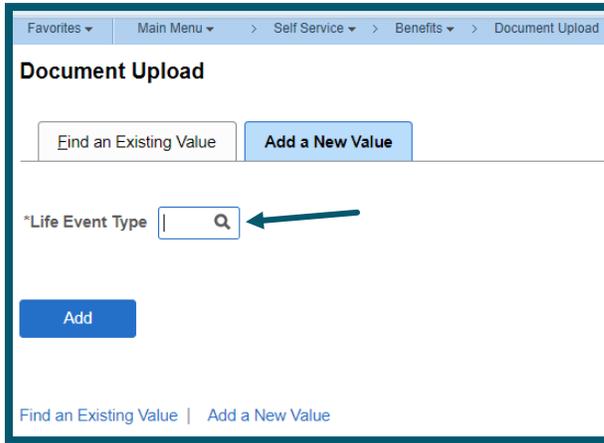
### How Do I Upload My Document(s)?

*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

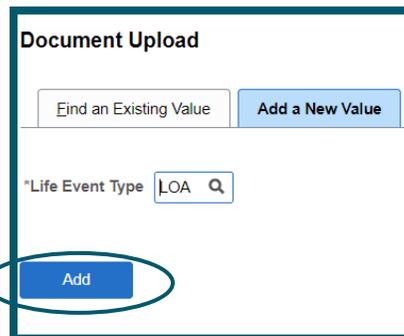
Find an Existing Value | Add a New Value

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

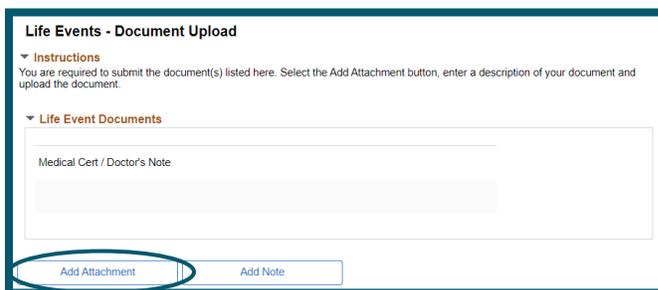
Find an Existing Value | Add a New Value

\*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**, the 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**.



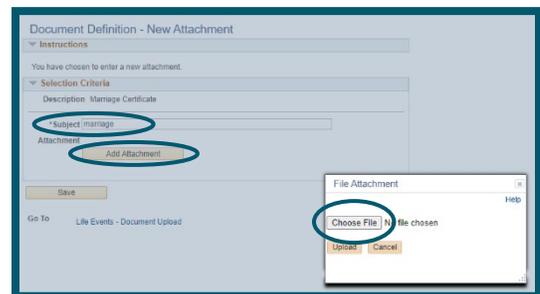
Life Events - Document Upload

**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

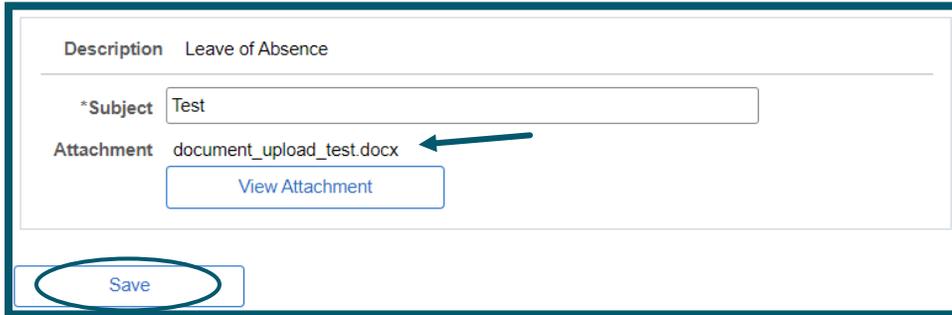
Go To: Life Events - Document Upload

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!**