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Upload Dependent Eligibility Verification (DEV) Documents Job Aid

This job aid will instruct employees how to upload documents such as marriage or birth certificate for review and approval as part of the Dependent Eligibility Verification (DEV) requirements.

Step	Action
1	Navigate to Oracle Cloud > Me > Benefits.
	Me My Team My Client Groups HR Help Desk Procurement Benefits Administration Knowled
	QUICK ACTIONS APPS
	Personal Details
	Document Records UW Health Directory Onboarding Checklist Tasks Current Job Openings
	Family and Emergency Contacts Pay Career and Personal Benefits Information
2	Click on Document Records.
	Document Records
	Upload documents to support your enrollments
3	Click + Add in the top right corner.
	+ Add -
4	Select the document type from the available options. (Ex: for birth certificate, choose birth certificate; for marriage certificate, select marriage certificate)
	Document Details
	*Document Type
	Name Country Category Subcategory
	Marriage certificate Benefits

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5	Drag attachment into box or click to add attachment from file on computer.
	Drag files here or click to add attachment v
6	Once attached, click Submit.
	Submit Once submitted, this will be routed for review and approval by Human Resources. Once approved, you will receive notification. If rejected for any reason, you will receive notification.