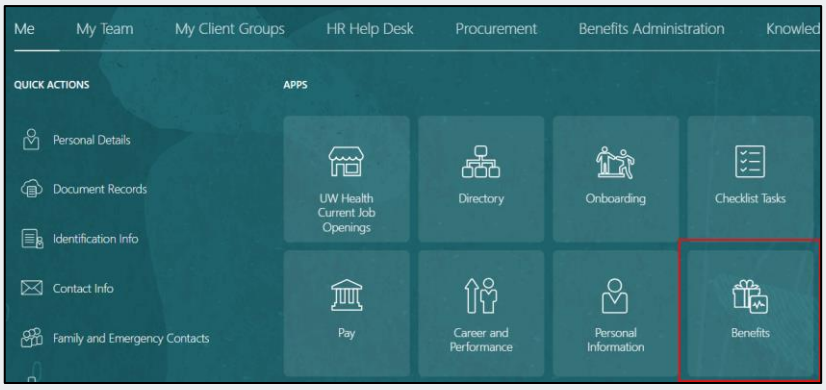
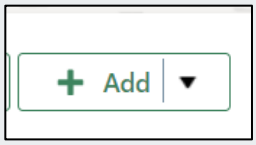
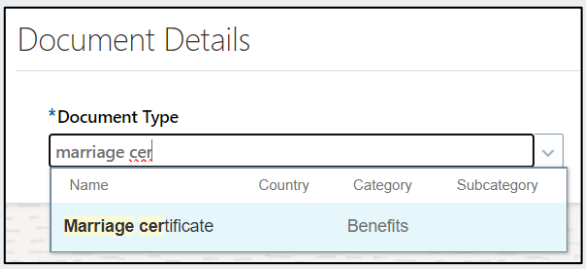
Upload Dependent Eligibility Verification (DEV) Documents Job Aid

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. 
2	Click on Document Records.
3	Click + Add in the top right corner. 
4	Select the document type from the available options. (Ex: for birth certificate, choose birth certificate; for marriage certificate, select marriage certificate) 

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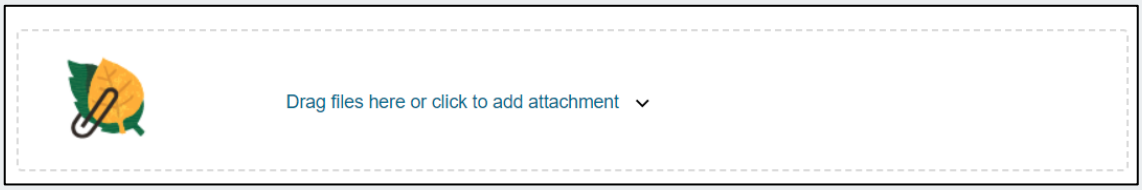
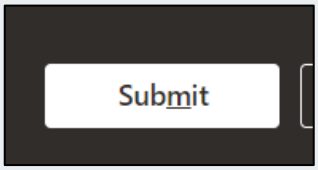
5	Drag attachment into box or click to add attachment from file on computer. 
6	Once attached, click Submit.  Once submitted, this will be routed for review and approval by Human Resources. Once approved, you will receive notification. If rejected for any reason, you will receive notification.