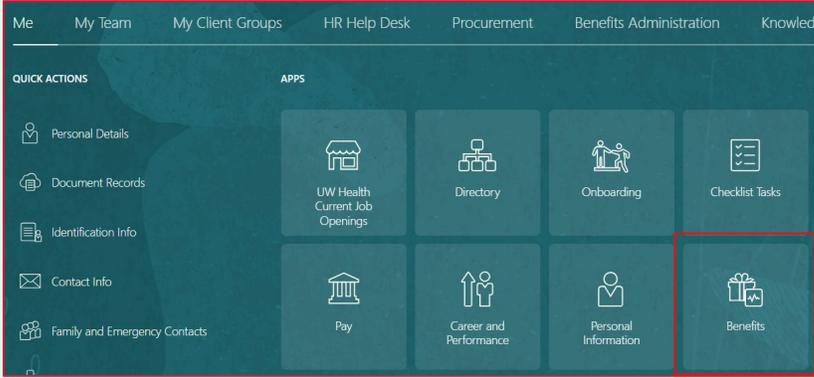
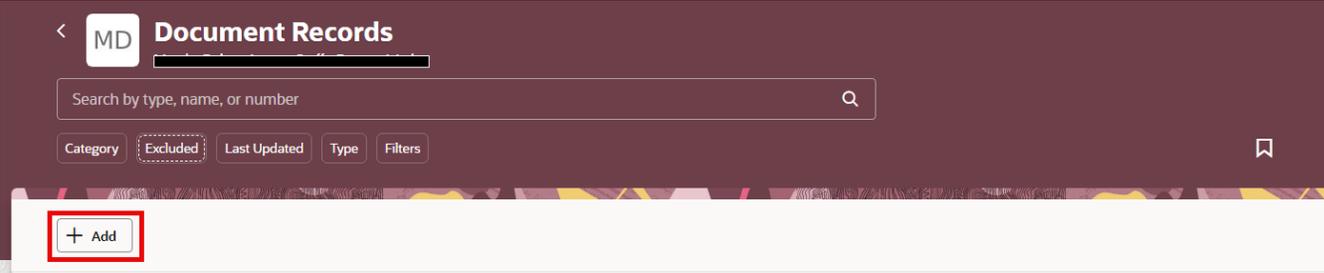


How to Upload Dependent Eligibility (DEV) Documents Job Aid

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

Step	Action
1	<p>Navigate to Oracle Cloud > Me > Benefits</p>  <p>The screenshot shows the Oracle Cloud navigation menu. The 'Benefits' tile in the bottom right corner of the 'APPS' grid is highlighted with a red border. The menu includes options like 'Me', 'My Team', 'My Client Groups', 'HR Help Desk', 'Procurement', 'Benefits Administration', and 'Knowledge'.</p>
2	<p>Click Document Records.</p>  <p>The screenshot shows the 'Benefits' page. In the 'Quick actions' list on the right side, the 'Document Records' option is highlighted with a red box. Other options include 'People to Cover', 'Report a Life Event', 'Review Employee Resources', 'Beneficiary Organizations', and 'Person Info'.</p>
3	<p>Click +Add.</p>  <p>The screenshot shows the 'Document Records' page. The '+ Add' button at the top left of the main content area is highlighted with a red box. Below the button, there is a search bar and filter options. A note at the bottom of the page reads: 'After you add a document record, you can view it here.'</p>

4

Select the document type from the available options. (Ex: for birth certificate, choose birth certificate; for marriage certificate, select marriage certificate)

The screenshot shows the 'New Document Record' form. At the top left is the 'MD' logo and the title 'New Document Record'. At the top right are 'Cancel' and 'Submit' buttons. Below the title is a 'Document Type' dropdown menu. A red box highlights a table of document options below the dropdown.

Name	Country	Category	Subcategory
Absence Events DSN	France	Payroll	
Achievements - nonperformance based		Awards and recognitions	
Adoption		Legal document	Personal
Adoption certificate		Benefits	
Adoption Documentation	United States	Legal document	

5

Drag attachment into the box or click to add the attachment from a file on the computer.

The screenshot shows the 'Attachments' section. It features a dashed box with the text 'Drag and Drop' and 'Select or drop files here.' Below this is a text input field labeled 'URL' and an 'Add URL' button.

6

Once attached, click Submit.

The screenshot shows the 'New Document Record' form. The 'Document Type' dropdown menu is now set to 'Marriage certificate'. The 'Submit' button at the top right is highlighted with a red border.

Once submitted, this will be routed for review and approval by Human Resources. Once approved, you will receive a notification. If it is rejected for any reason, you will also receive a notification.