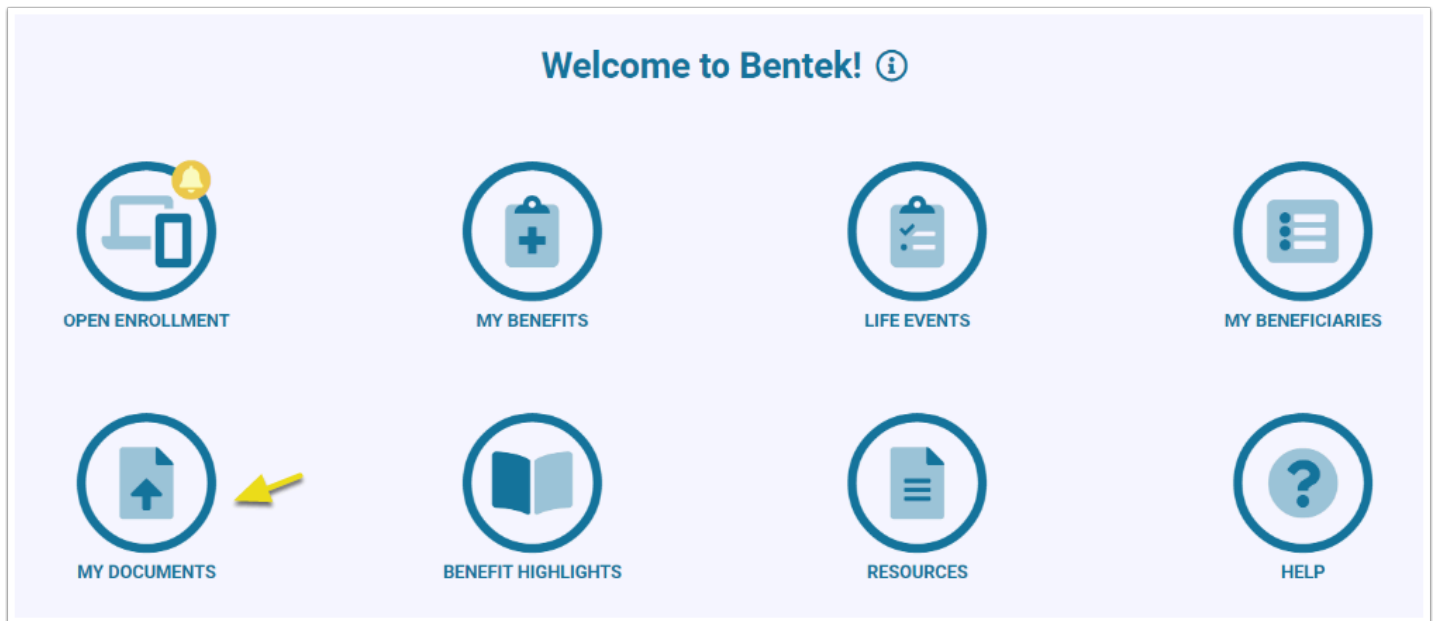


My Documents

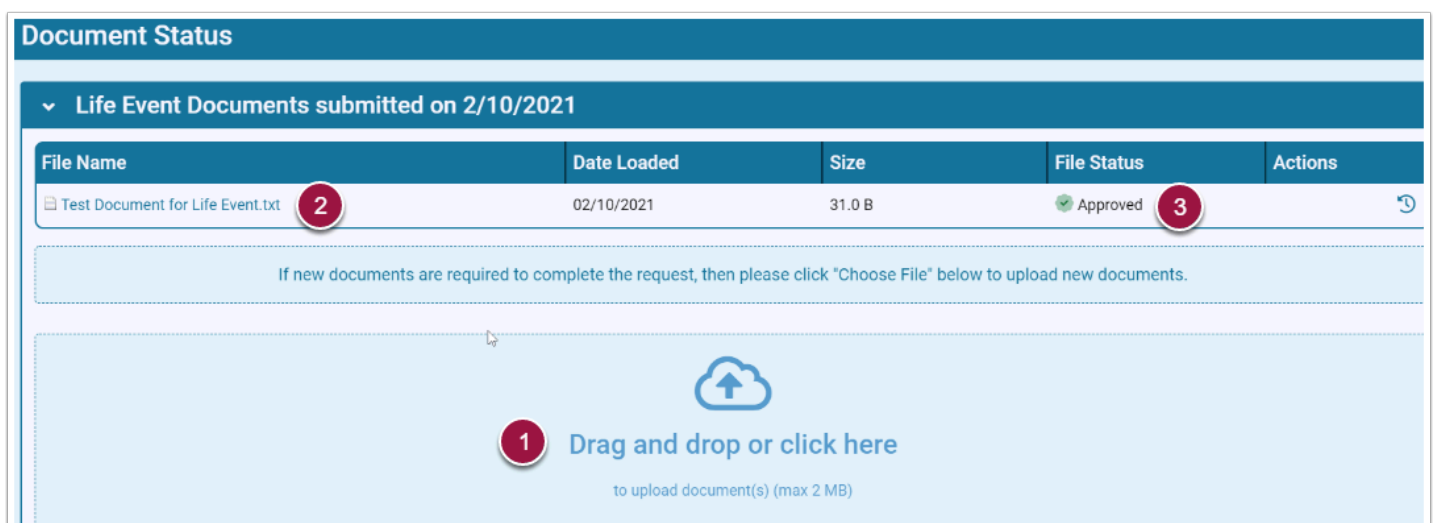
Access My Documents from the employee launchpad year-round to view or submit documents to your benefits administrator.

If you recently completed New Hire, Open Enrollment, or a Life Event that requires documentation, you may be automatically routed to My Documents.





Select a reason for your document submission in the drop-down.

1. Upload a file in the drag and drop box or select the box to browse for the file. Accepted file formats are: txt, pdf, jpeg, jpg, or png). Files may take a few seconds to upload.
2. Uploaded files appear under File Name. Select Submit Document and the file is sent to your benefits administrator for review.
3. File Status appears as Pending until the benefits administrator approves. You can check back to see the status of your submission or setup a [notification](#).



Completed documents you've previously submitted are available at the bottom of the page.

If a document is denied, check the History icon under Actions to view administrator comments.

Completed Documents				
▼ Open Enrollment Documents submitted on 2/18/2020				
Date Completed: 9/4/2020				
File Name	Date Loaded	Size	File Status	Actions
 EOI.pdf	02/18/2020	65.6 KB	 Approved	