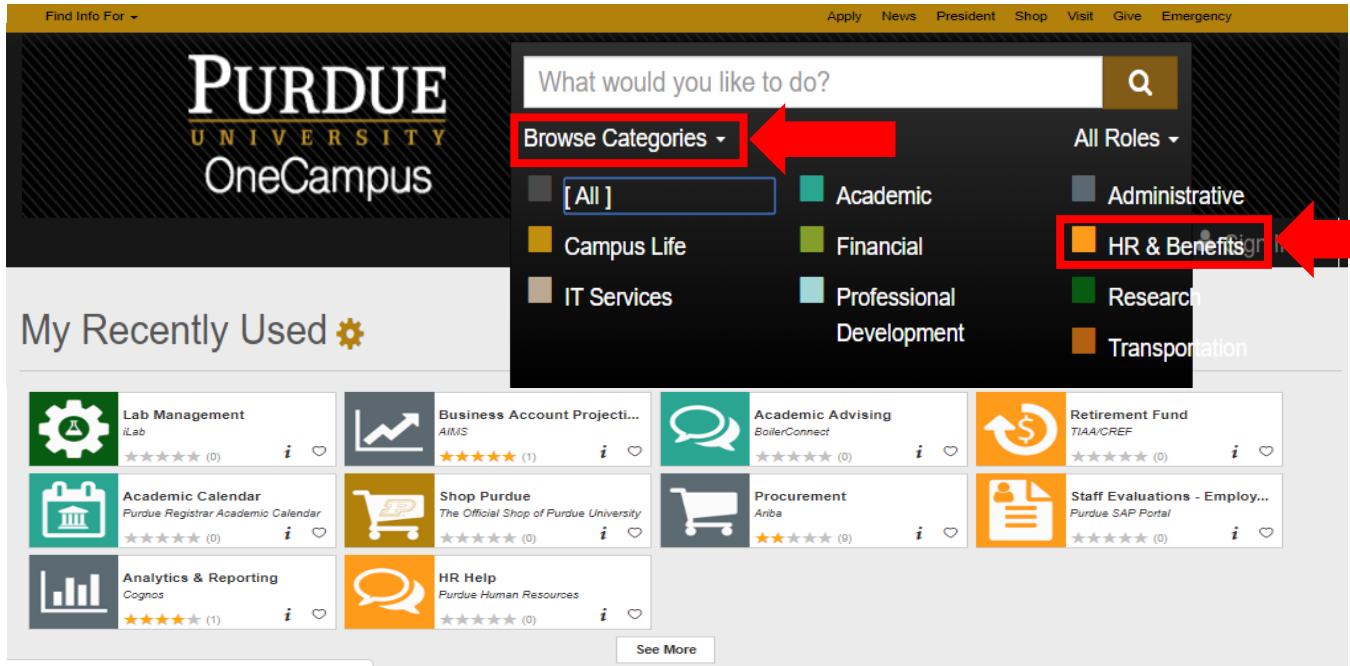
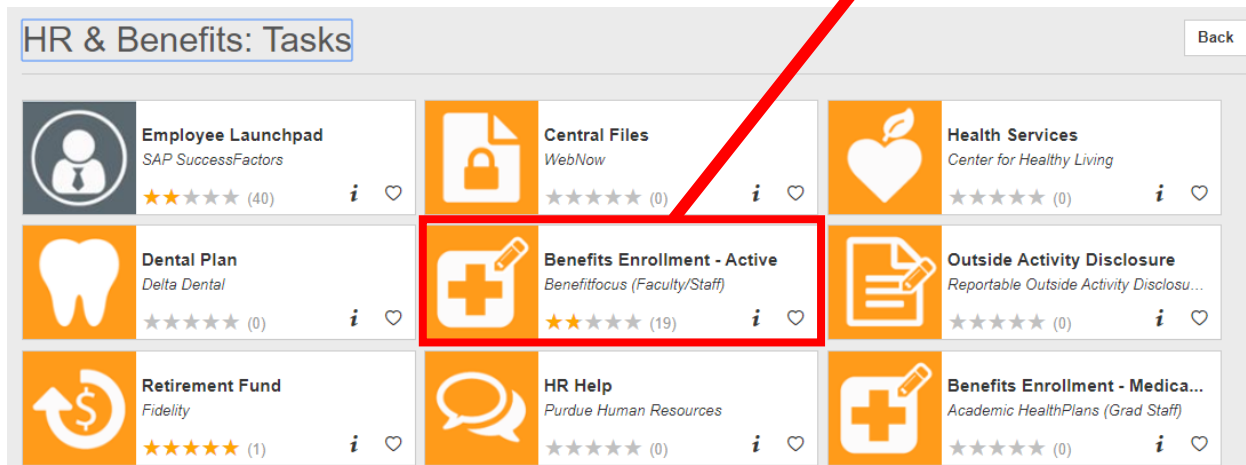
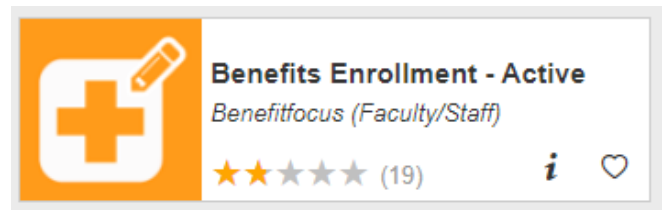


How to Upload Documents in Benefitfocus Detailed Instructions

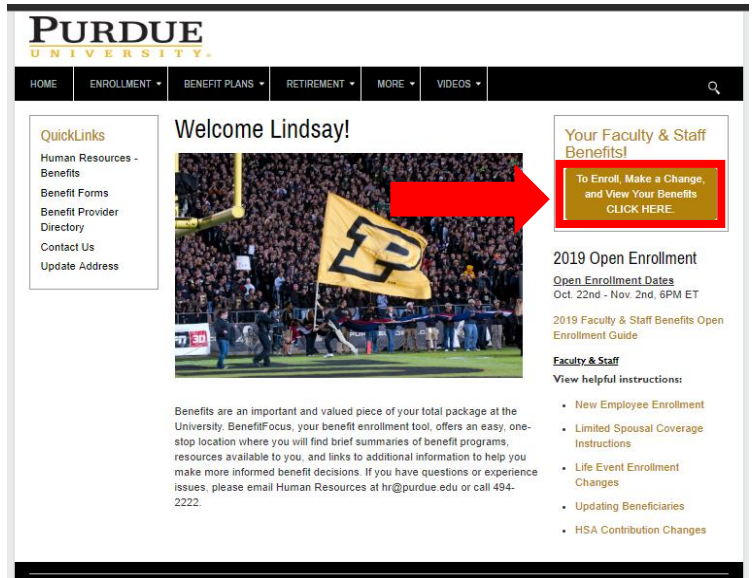
1. Begin at one.purdue.edu, select “Browse Categories” and “HR & Benefits.”



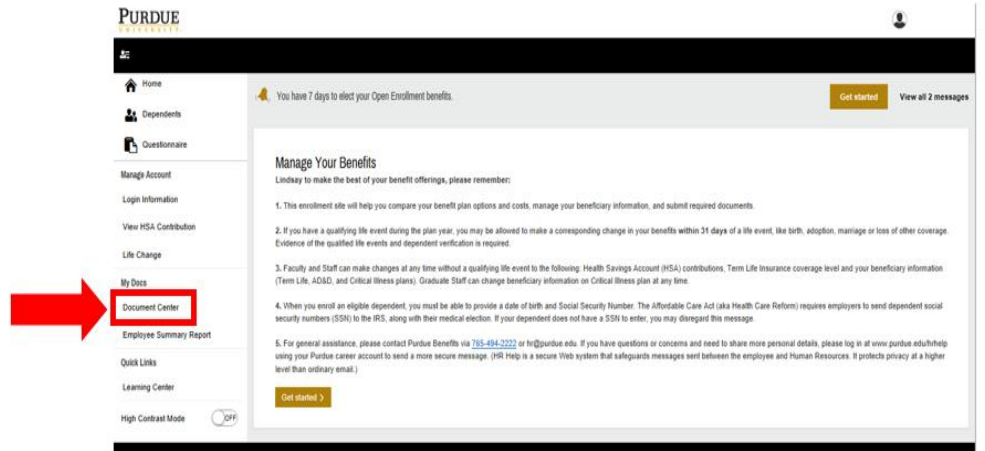
2. From the HR & Benefits: Tasks” page select the “Benefits Enrollment – Active *Benefitfocus* (Faculty/Staff)” tile. Log in to Benefitfocus with your Purdue Career Account and BoilerKey.



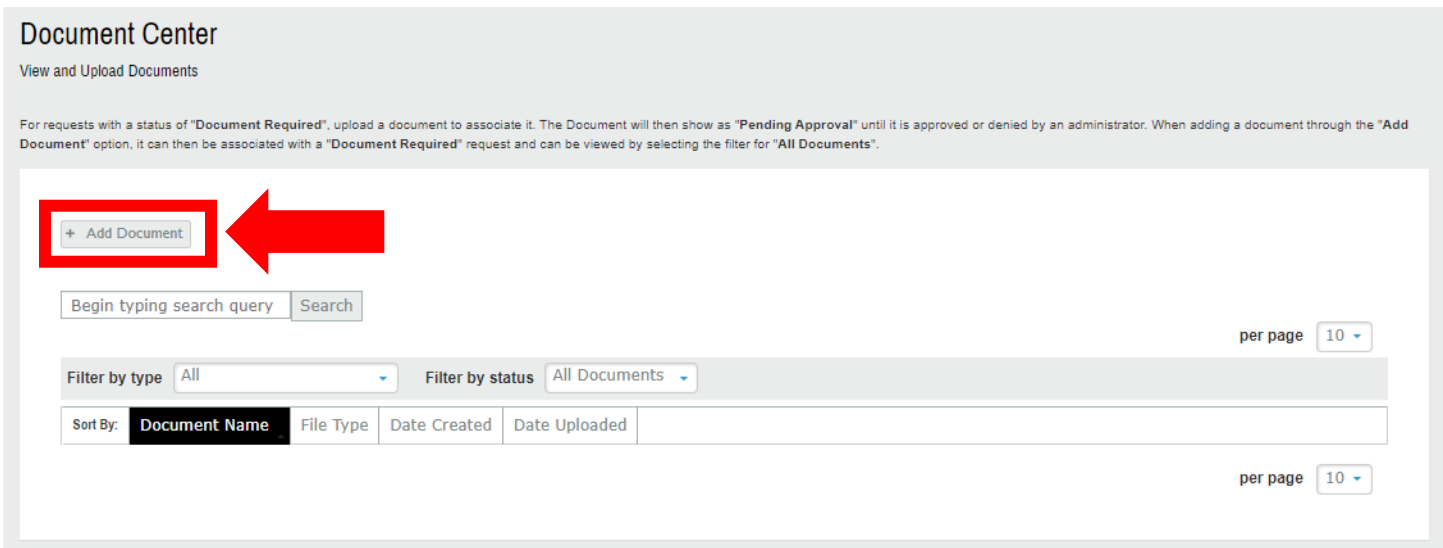
3. From the Welcome page, in the upper right corner, select the gold “To Enroll, Make a Change, and View Your Benefits CLICK HERE” button.



4. From the Manage Your Benefits page, select “Document Center” on the left hand side of the page.



5. From the Document Center, select “Add Document.”



6. You will then be prompted to upload a file (your saved document).

Adding New Document

Please complete the information below.

Browse for File* ?

Choose File

No File Chosen

Hover over the (?) above to view accepted file types.

Document name*

Working Spouse 2020

Category*

Spouse Employment

Date

09/19/2019

Description

- Select "Choose File"

- Name document "Working Spouse 2020"

- Category needs to be "Spouse Employment Document"

- Enter Description, if needed

- Select "Save"

7. From here you will be able to see that your document has uploaded correctly and can select "Save" to return to the "Manage Your Benefits" page.

The screenshot shows the Purdue Document Center interface. The main content area displays a table with one document entry: "Spouse Affidavit" with a "Word" icon and "Subscriber Name" as the description. A red arrow points to the "Spouse Affidavit" text. Below the table, there are buttons for "Edit", "Preview", and "Delete". At the bottom left of the interface, a "Save" button is highlighted with a red box and a red arrow pointing to it.