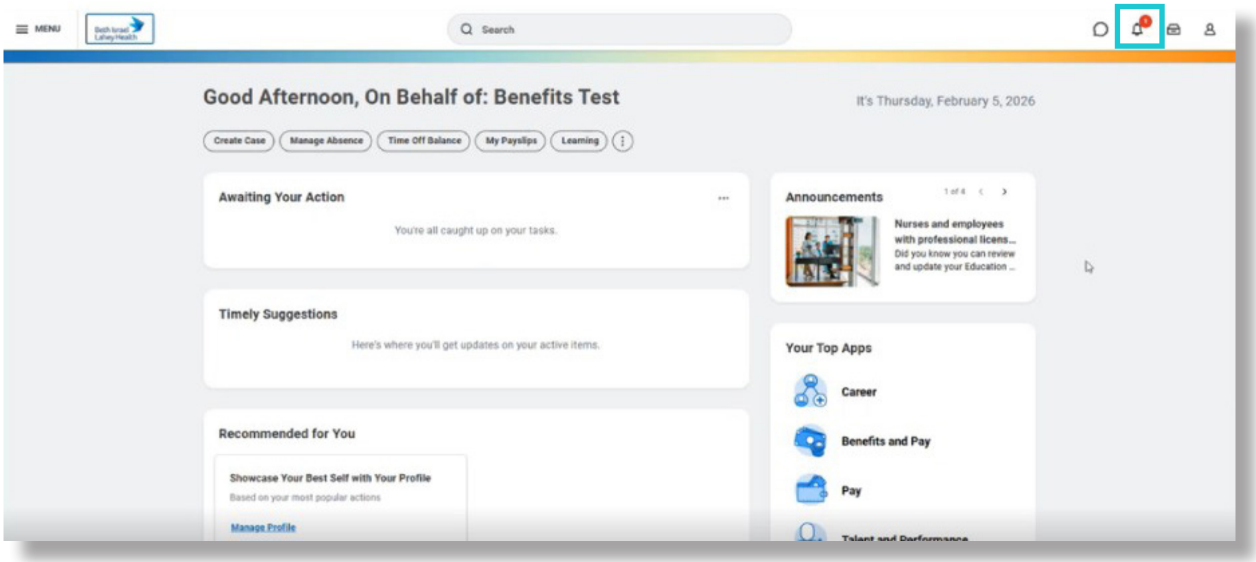
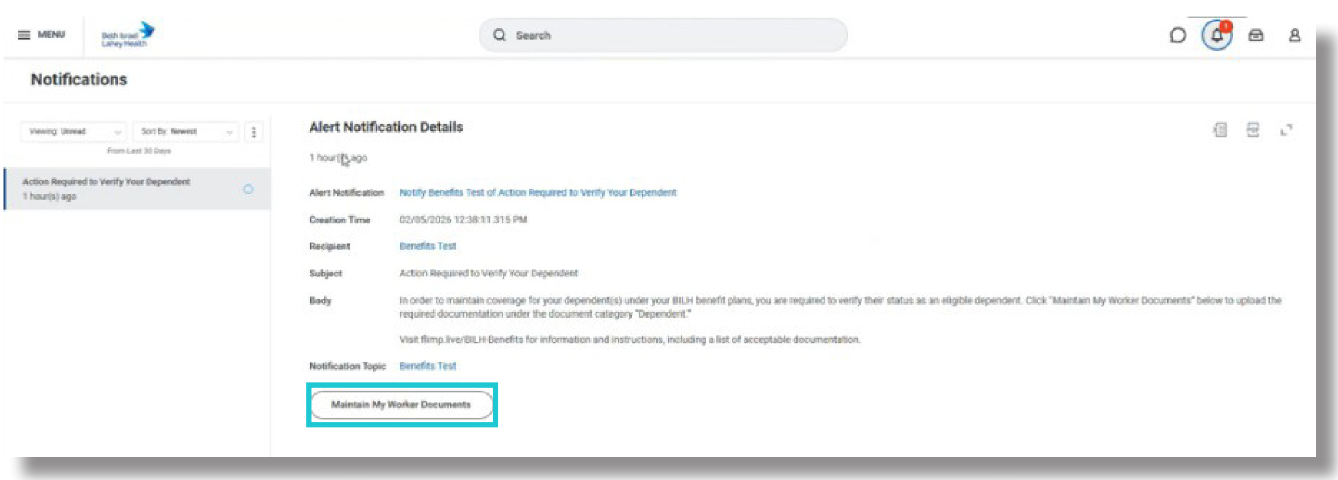
Uploading Dependent Verification Documents in Workday

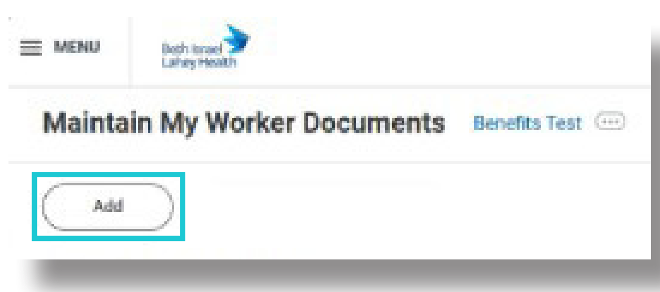
1 Once the dependent verification window opens, you will see a **bell notification alert** in your Workday account. This will direct you along the process for submitting documentation.



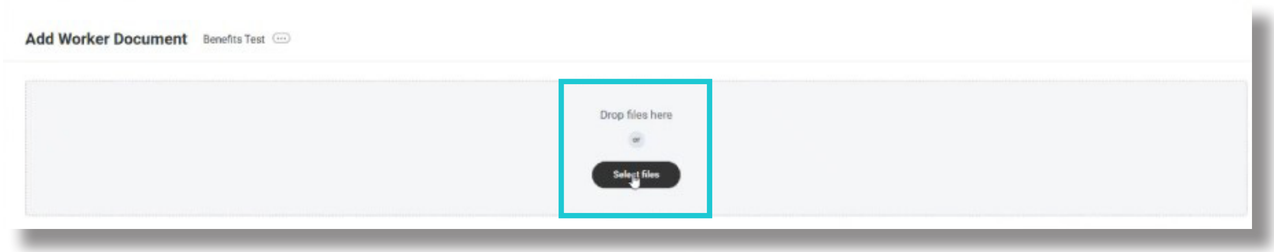
2 Click the button **"Maintain My Worker Documents"** within the alert. This will route you to where you can upload your documentation.

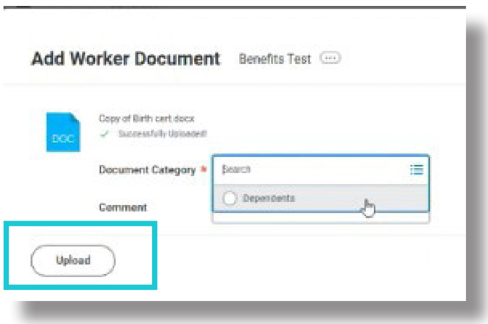


3 Click **"Add"** on the top left.

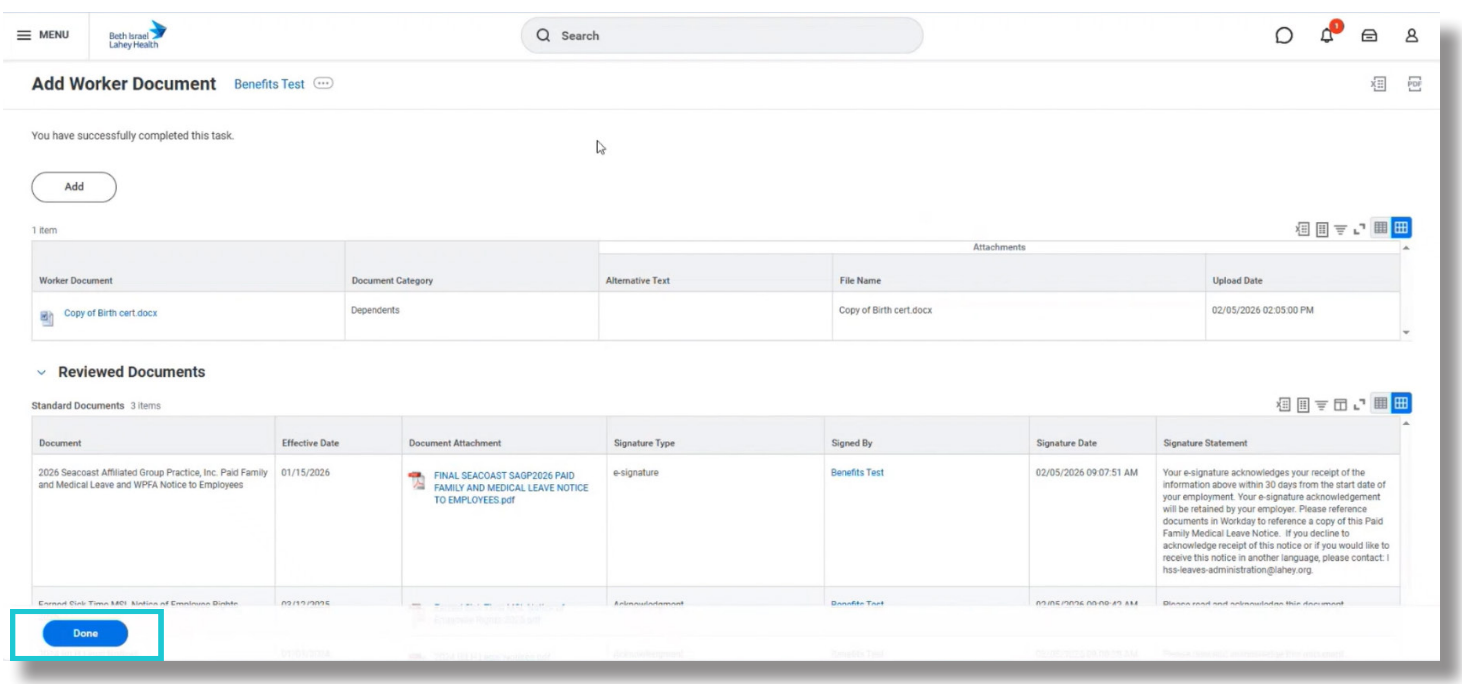


4 Drop or Select file to upload and press **"OK"**. Then, select **"Document Category."** This should always be selected as **"Dependents."** Press **"OK"** if more documents need to be uploaded, then click the **"Upload"** button.





5 Now that the document is uploaded, press **"Done"** at the bottom.

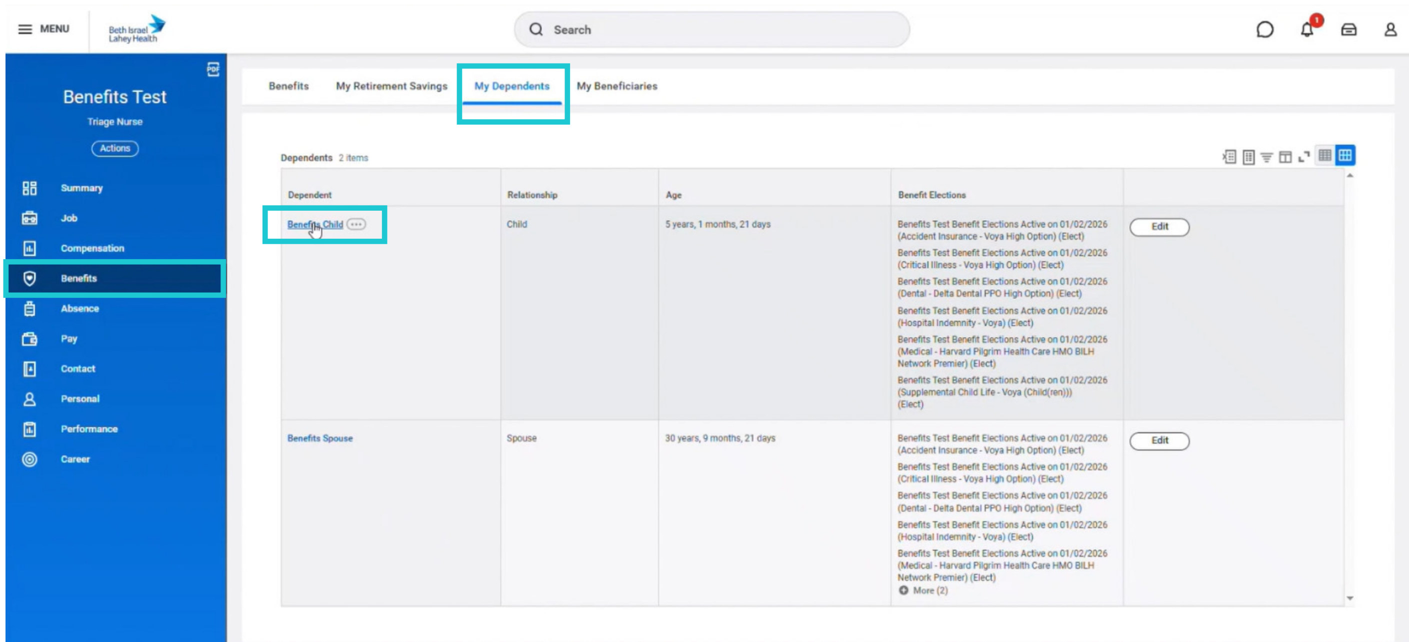


Checking your Dependent(s)' Verification Status in Workday

1 In Workday, navigate to your Profile, and click on the Benefits tab on the left-hand side.

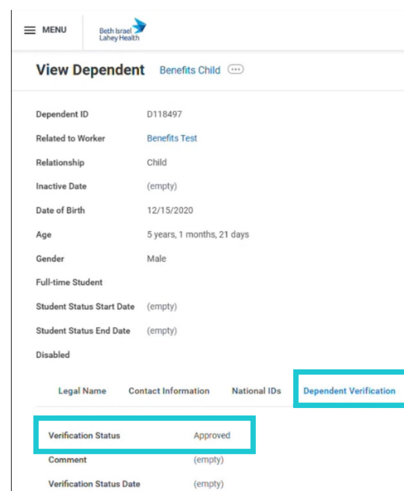
A. Click on the **"My Dependents"** tab on the top of the screen.

B. Click on the dependent's name of who's status you want to review.



2 Once that dependent's profile pops up, you want to find the **"Dependent Verification"** tab at the bottom (this is the last tab, listed next to **"National Ids"**).

After clicking on the **"Dependent Verification"** tab, the verification status of **"Approved"**, **"Denied"** or **"Pending"** will be shown.



NOTE: If no Dependent Verification Tab is present, assume your dependent is not verified, or you do not have a dependent that needs verification.