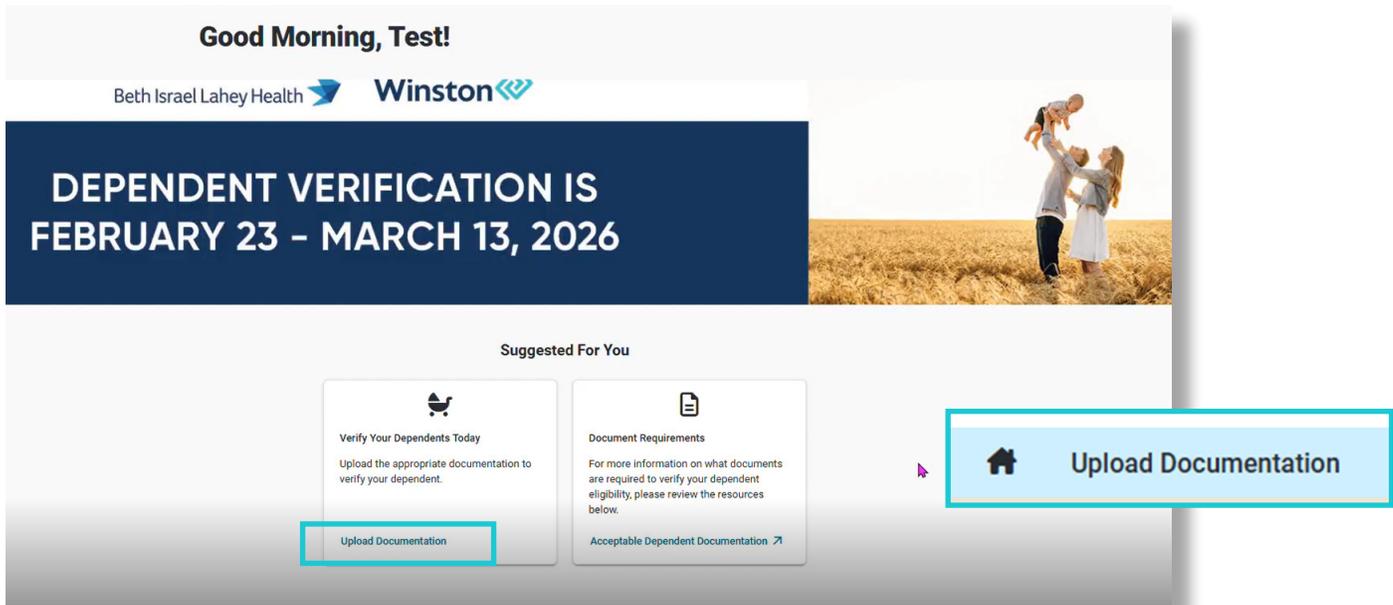


Uploading Dependent Verification Documents in bswift

- 1 From the home page, click **"Upload Documentation"** from either the top menu or the Upload Documentation tile card.



Good Morning, Test!

Beth Israel Lahey Health  **Winston** 

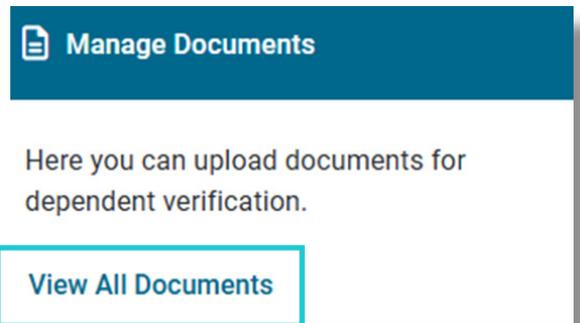
DEPENDENT VERIFICATION IS FEBRUARY 23 – MARCH 13, 2026

Suggested For You

- Verify Your Dependents Today**
Upload the appropriate documentation to verify your dependent.
[Upload Documentation](#)
- Document Requirements**
For more information on what documents are required to verify your dependent eligibility, please review the resources below.
[Acceptable Dependent Documentation](#)

[Upload Documentation](#)

- 2 Select **"View All Documents"** under the Manage Documents Tile, OR click the **"Upload Documentation"** button.

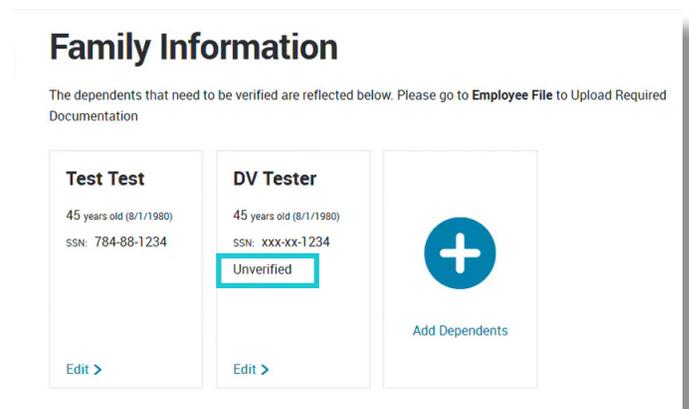


 **Manage Documents**

Here you can upload documents for dependent verification.

[View All Documents](#)

- 3 **Review the dependent that needs verification.** You will see a list of dependents under Family Information section on the left-hand side. Any dependent requiring verification will show as **"Unverified."**



Family Information

The dependents that need to be verified are reflected below. Please go to **Employee File** to Upload Required Documentation

Test Test 45 years old (8/1/1980) SSN: 784-88-1234 Edit >	DV Tester 45 years old (8/1/1980) SSN: XXX-XX-1234 Unverified Edit >	 Add Dependents
--	---	--

- 4 Select **"Employee File"** then click **"View and Upload Documents"** next to the dependent you are submitting documents for.

Personal Information	Name	Relationship	Date of Birth	View and Upload
Family Information	Test Employee	Employee	01/01/1980	View and Upload Documents
• Other Insurance	Test Wife Wife	Spouse	01/01/1990	View and Upload Documents
Employee File	Test Daughter	Child	03/01/2018	View and Upload Documents
	Test Son	Child	02/01/2021	View and Upload Documents
	Tyler Tester	Child	01/01/2019	View and Upload Documents

- 5 Select the **Document Type**, select the **File** to upload, **Title**, and **Document Date**. Once finished, click **"Save."**

* Fields are required

* Document Type

* File No file chosen

* Title

Description

* Document Date

Please allow up to two (2) business days for processing and review of uploaded documentation.