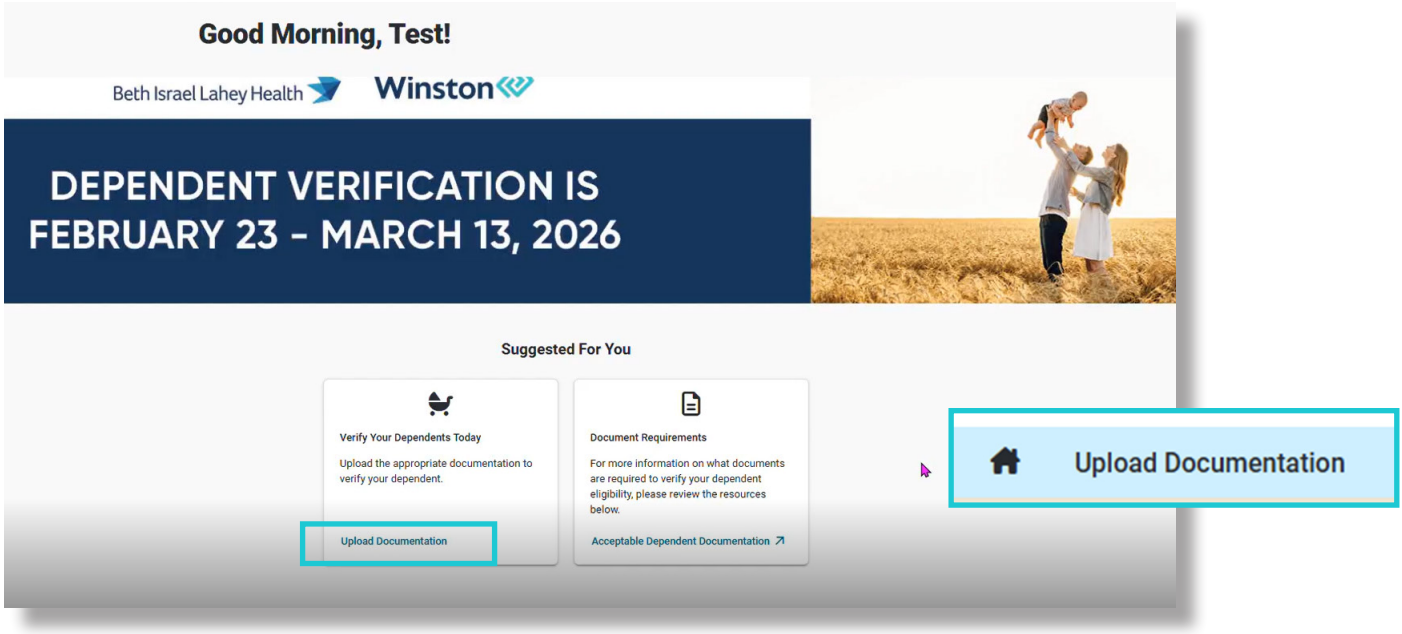
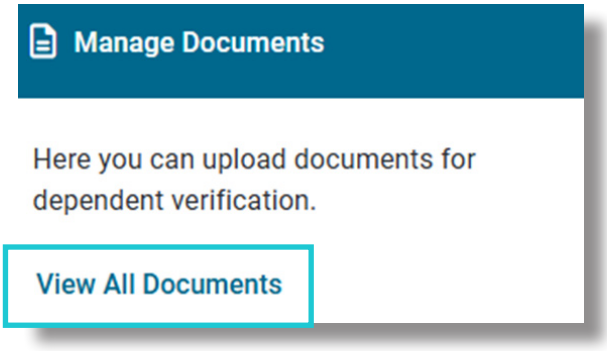
Beth Israel Lahey Health Winston

Uploading Dependent Verification Documents in bswift

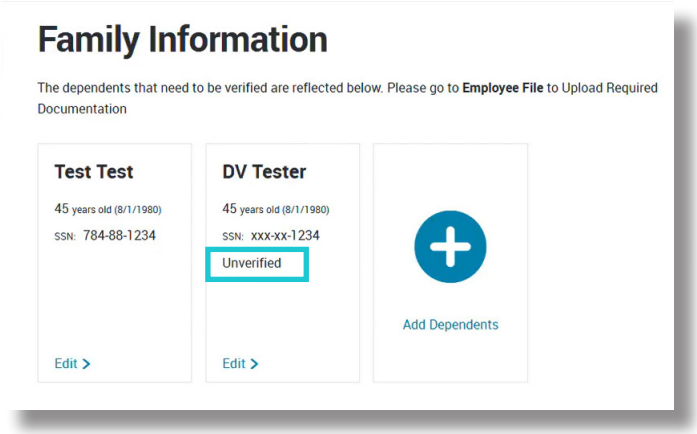
1 From the home page, click **"Upload Documentation"** from either the top menu or the Upload Documentation tile card.



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

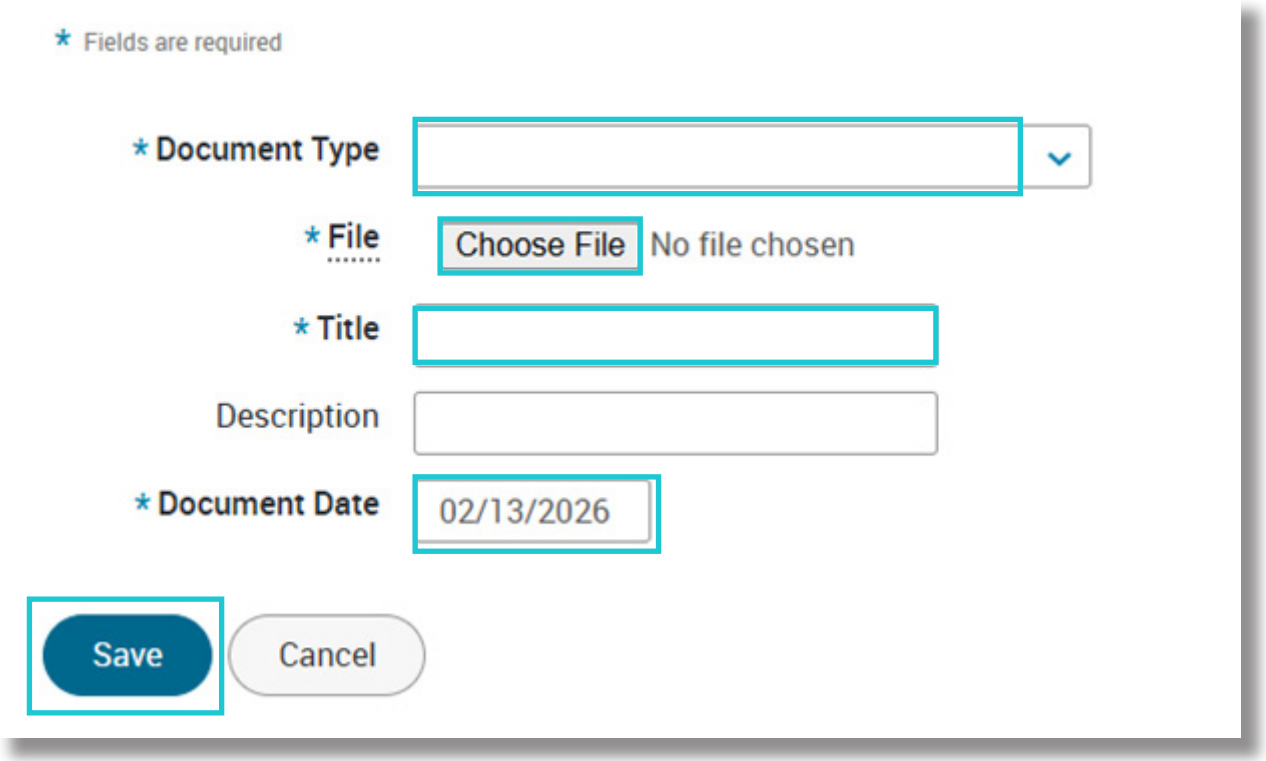


3 **Review the dependent that needs verification.** You will see a list of dependents under Family Information section on the left-hand side. Any dependent requiring verification will show as **"Unverified."**



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

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



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