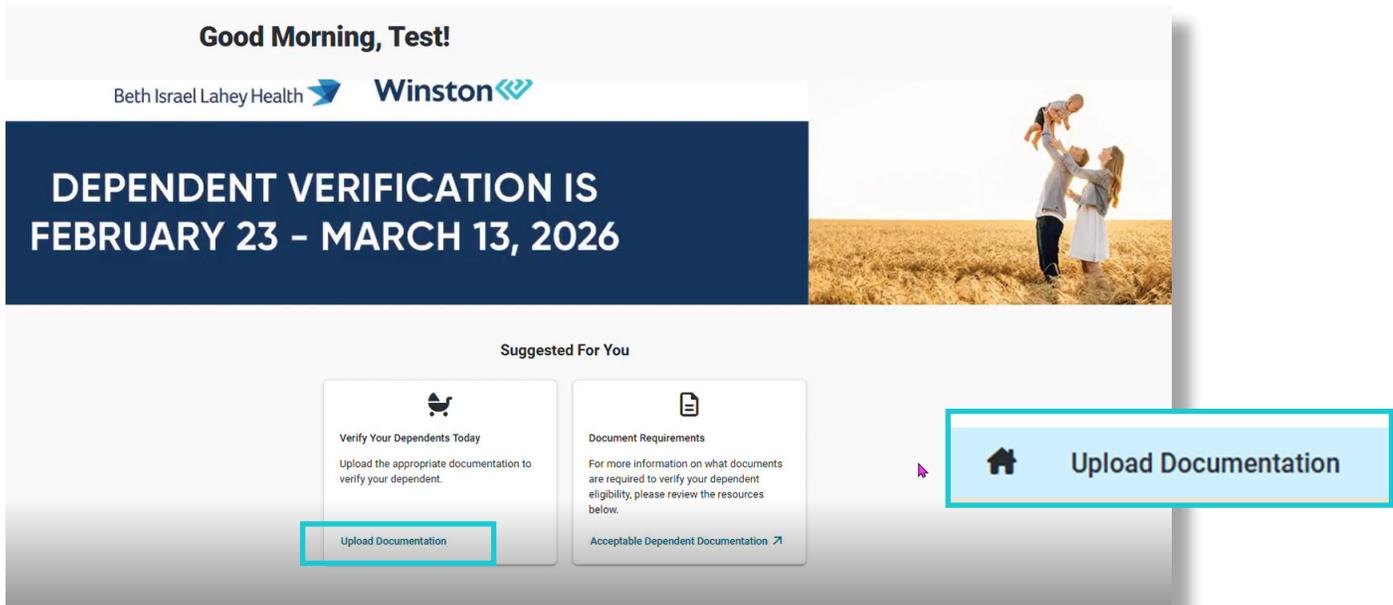
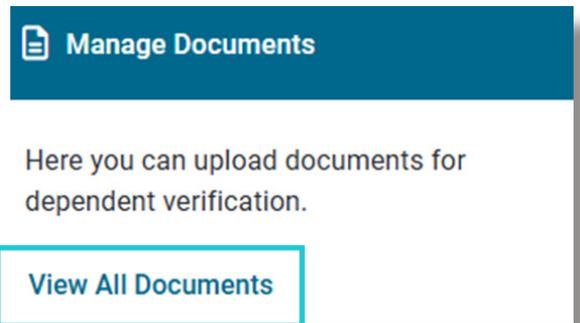


## Uploading Dependent Verification Documents in bswift

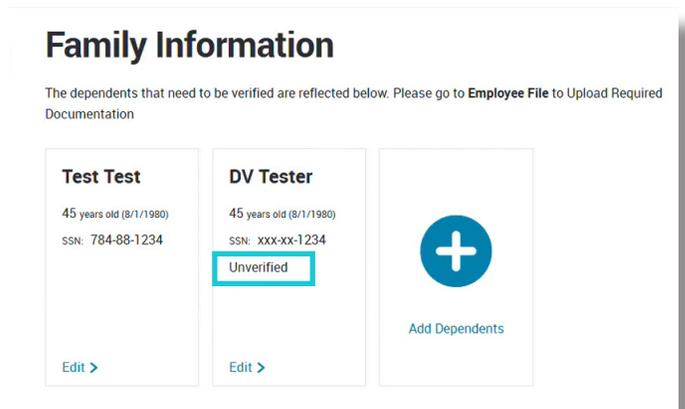
- 1 From the home page, click **"Upload Documentation"** from either the top menu or the Upload Documentation tile card.



- 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.

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

- 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

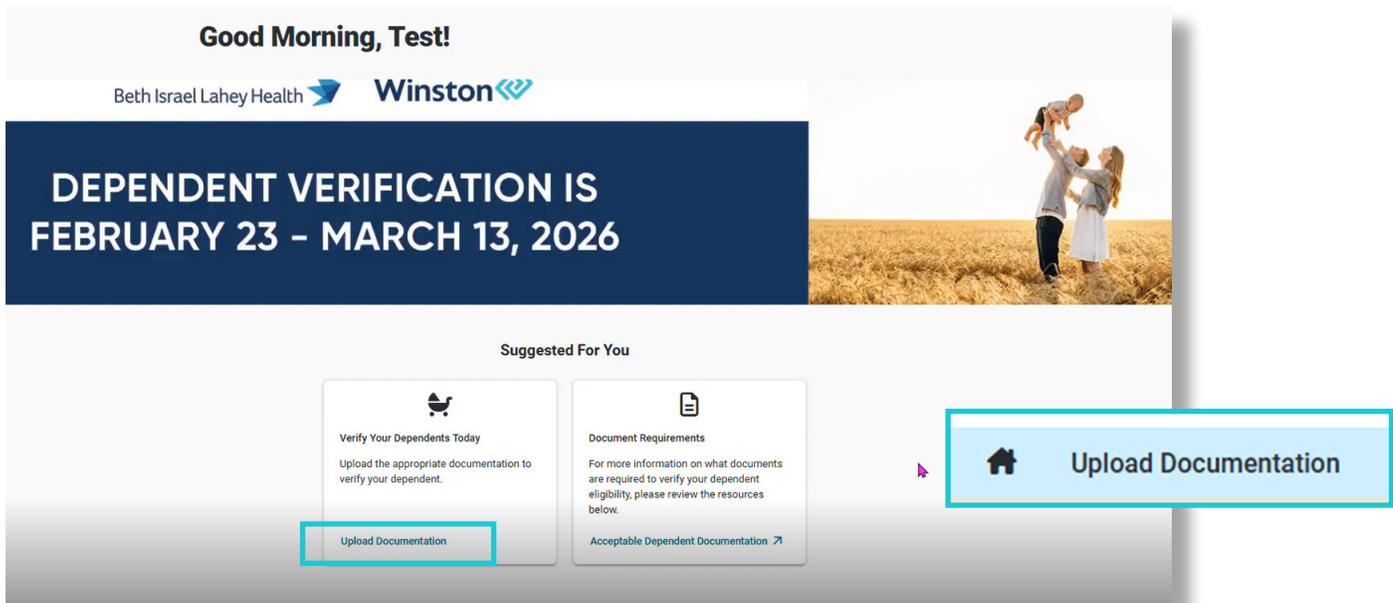
Description

\* Document Date

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

## Subir documentos de verificación de dependientes en bswift

- 1 En la página de inicio, haga clic en **"Upload Documentation"** en el menú superior o en la tarjeta de mosaico "Upload Documentation."



Good Morning, Test!

Beth Israel Lahey Health  **Winston** 

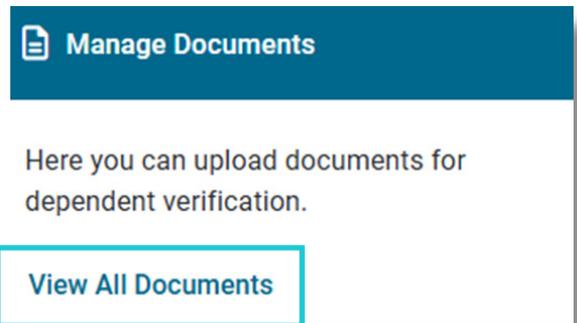
**DEPENDENT VERIFICATION IS  
FEBRUARY 23 – MARCH 13, 2026**

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 Seleccione **"View All Documents"** en el mosaico "Manage Documents" Tile, O haga clic en el botón **"Upload Documentation."**

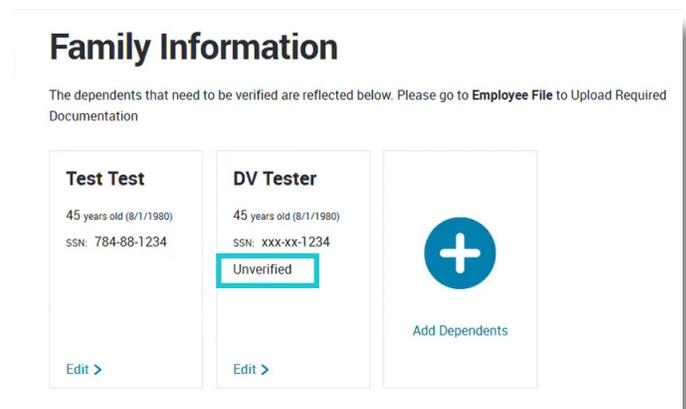


 **Manage Documents**

Here you can upload documents for dependent verification.

[View All Documents](#)

- 3 **Revise el dependiente que necesita verificación.** Verá una lista de dependientes en la sección Información familiar en el lado izquierdo. Cualquier dependiente que requiera verificación aparecerá como **"Unverified."**



**Family Information**

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

<b>Test Test</b> 45 years old (8/1/1980) SSN: 784-88-1234 <a href="#">Edit &gt;</a>	<b>DV Tester</b> 45 years old (8/1/1980) SSN: XXX-XX-1234 <b>Unverified</b> <a href="#">Edit &gt;</a>	 <b>Add Dependents</b>
--	---	--

4 Seleccione **“Employee File”** y, a continuación, haga clic en **“View and Upload Documents”** junto al dependiente para el que está enviando los documentos.

Personal Information	Name	Relationship	Date of Birth	View and Upload
Family Information	Test Employee	Employee	01/01/1980	<b>View and Upload Documents</b>
• Other Insurance	Test Wife	Wife	01/01/1990	View and Upload Documents
<b>Employee File</b>	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 Seleccione el tipo de documento, seleccione el archivo que desea cargar, el título y la fecha del documento. Una vez que haya terminado, haga clic en **“Save.”**

\* Fields are required

\* Document Type

\* File  No file chosen

\* Title

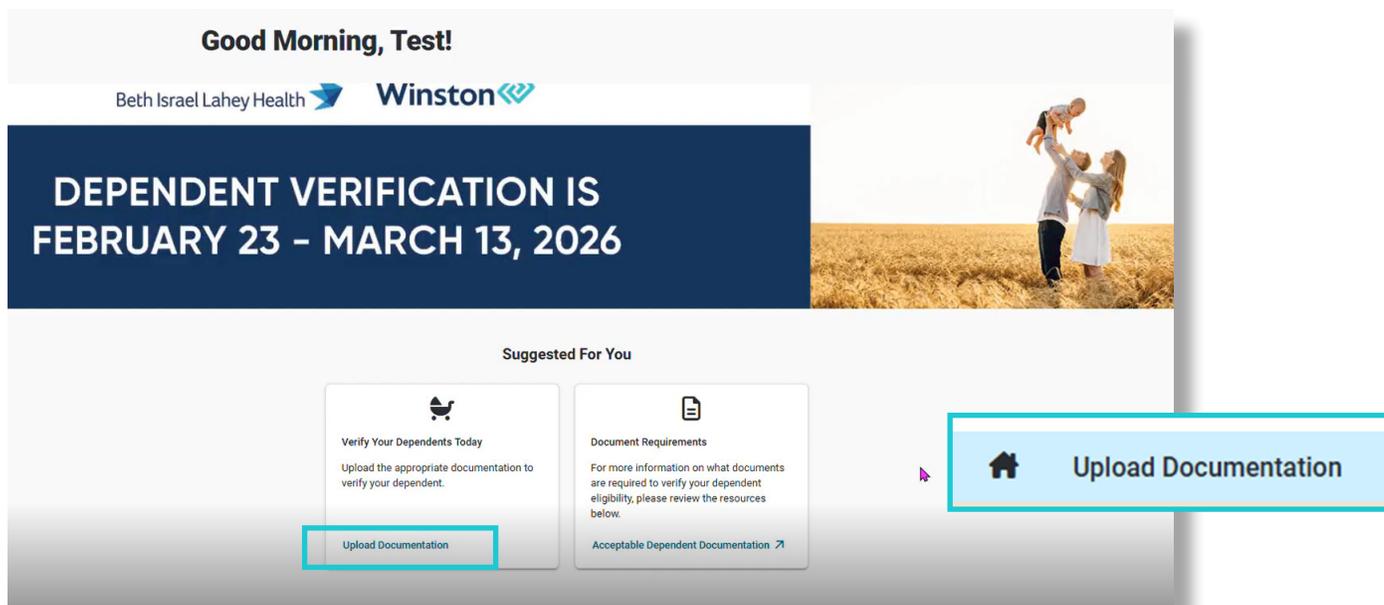
Description

\* Document Date

Por favor, espere hasta dos (2) días hábiles para el procesamiento y la revisión de la documentación cargada.

## Chaje Dokiman Verifikasyon Depandan nan bswift

- 1 Soti nan paj akèy la, klike **"Upload Documentation"** swa nan meni anlè a oswa nan kat jaden Dokimantasyon an.



Good Morning, Test!

Beth Israel Lahey Health  **Winston** 

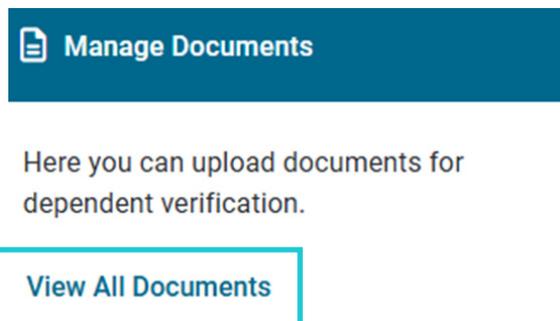
**DEPENDENT VERIFICATION IS FEBRUARY 23 – MARCH 13, 2026**

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 Chwazi **"View All Documents"** anba Jeton Jere Dokiman an, OSWA klike sou **"Upload Documentation"** bouton.

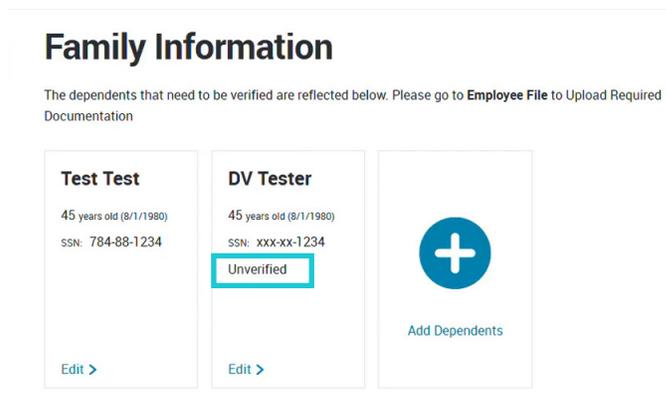


**Manage Documents**

Here you can upload documents for dependent verification.

[View All Documents](#)

- 3 Revize depandan ki bezwen verifikasyon. Ou pral wè yon lis depandan anba seksyon Enfòmasyon sou Fanmi an sou bò gòch la. Nenpòt depandan ki mande verifikasyon ap parèt kòm **"Unverified."**



**Family Information**

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

<b>Test Test</b> 45 years old (8/1/1980) SSN: 784-88-1234 <a href="#">Edit &gt;</a>	<b>DV Tester</b> 45 years old (8/1/1980) SSN: XXX-XX-1234 <b>Unverified</b> <a href="#">Edit &gt;</a>	 Add Dependents
--	---	---

- 4 Chwazi **“Employee File”** epi klike **“View and Upload Documents”**  
Bò kote moun depandan w ap soumèt dokiman pou li a.

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

- 5 Chwazi **Document Type**, chwazi **File** pou telechaje, **Title**, epi **Document Date**. Lè w fin fè, klike **“Save.”**

\* Fields are required

\* Document Type

\* File  No file chosen

\* Title

Description

\* Document Date

Tanpri pèmèt jiska de (2) jou ouvrab pou pwosis ak revizyon dokiman yo telechaje.