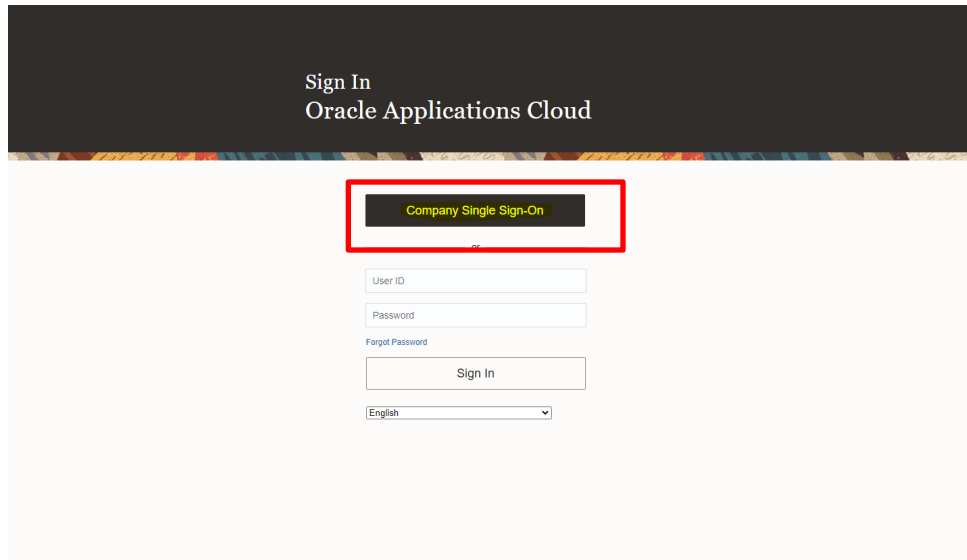


## Uploading Proof Documents

1. Navigate to the **Oracle Cloud system**. <https://ejko.login.us2.oraclecloud.com/>
2. Select **Company Single Sign-On**.

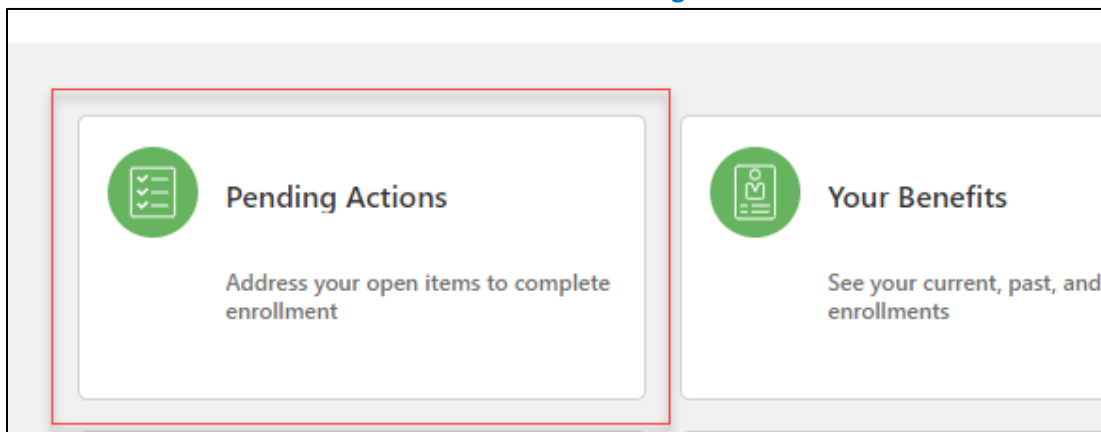


3. Under the Me section, select the **Benefits** icon.



## Uploading Proof Documents

4. You should see the Benefits home screen. Select **Pending Actions**.




5. Each benefit that requires proof documentation will be listed with the document name that is required. **Select** on each item individually to upload the required proof documentation.



## Uploading Proof Documents

6. **Drag or attach** the proof document in the next screen. Select **Submit** in the upper right-hand corner.

Document Details

<b>Document Type</b> Marriage certificate	<b>Country</b> All Countries
<b>Category</b> Benefits	
<b>Description</b> Documents associated with benefits certification - Marriage certificate	
<b>Name</b> <input type="text"/>	<b>To Date</b> <input type="text" value="mm/dd/yyyy"/>
<b>Number</b> <input type="text"/>	<b>Context Value</b> <input type="text"/>
<b>From Date</b> <input type="text" value="mm/dd/yyyy"/>	
<b>Attachments</b>	
<div style="border: 1px dashed gray; padding: 10px; display: inline-block;"> Drag files here or click to add attachment</div>	

7. Once all proof documents have been uploaded, you can confirm they have been uploaded once **View Attached Documents** appears. You will also see the **approval status** of the proof documents on this screen.

**Health Plans**

**Marriage certificate: James Lawson**  
Blue Vision VSP - Employee + Spouse  
Pending approval  
[View Attached Documents](#)

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**Marriage certificate: James Lawson**  
Healthy Blue Living HMO - BCN - Employee + Spouse  
Pending approval  
[View Attached Documents](#)

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**Marriage certificate: James Lawson**  
Traditional Dental - Employee + Spouse  
Pending approval  
[View Attached Documents](#)

## Uploading Proof Documents

8. After the proof documents have been reviewed and approved, they will be moved to **Document Records** under **Me**.

