## **Uploading Proof Documents**

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

Sign In Oracle Appli	lications Cloud
Compa	ipany Single Sign-On
Password Pargot Password	Sign In
(English	<u> </u>

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

Me	My Team	My Client Groups	Benefits Administrat	tion Knowledg	ge Help Desk	Procurement	My Enterprise	>
QUICK	ACTIONS	APPS						
ළු	Personal Details		<b>P</b>				1 1 M	
Ŷ	Document Records		Directory	Journeys	Pay	Time and Absences	Career and Performance	
E:	Identification Info		_					
$\boxtimes$	Contact Info		<u>ල</u>	1 Contraction of the second se	þ	<b>E</b>	G	
ජී	Family and Emergency	Contacts	Personal Information	Benefits	Current Jobs	Roles and Delegations	Expenses	
-660-	My Organization Chart							
<u>اات</u>	My Public Info		+					
۵ <u>م</u>	Information Sharing							
Show I	More							

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.

Mar	riage certificate: James Lawson
Blue	Vision VSP - Employee + Spouse
Mai	riage certificate: James Lawson
Hea	thy Blue Living HMO - BCN - Employee + Spor
Mai	riage certificate: James Lawson
Trac	itional Dental - Employee + Spouse

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

Document Type Marriage certificate		Country All Countries	
Category Benefits			
<b>Description</b> Documents associated with benefits certification	- Marriage certificate		
Name		To Date	
		mm/dd/yyyy	ťô
Number		Context Value	
From Date			~
mm/dd/yyyy	Ċo		
Attachments			

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.

ł	Health Plans
	Marriage certificate: James Lawson Blue Vision VSP - Employee + Spouse Pending approval View Attached Documents
	Marriage certificate: James Lawson Healthy Blue Living HMO - BCN - Employee + Spouse Pending approval View Attached Documents
	Marriage certificate: James Lawson Traditional Dental - Employee + Spouse Pending approval View Attached Documents

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

