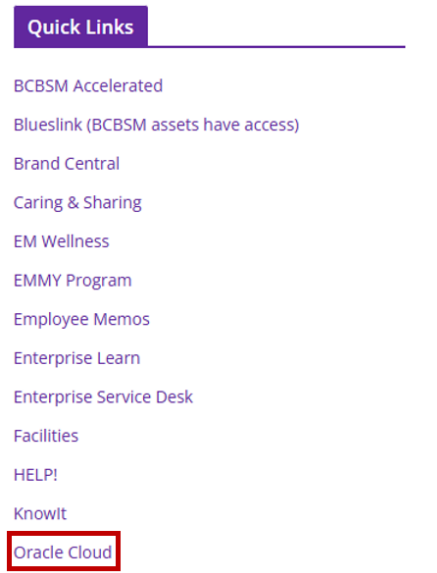
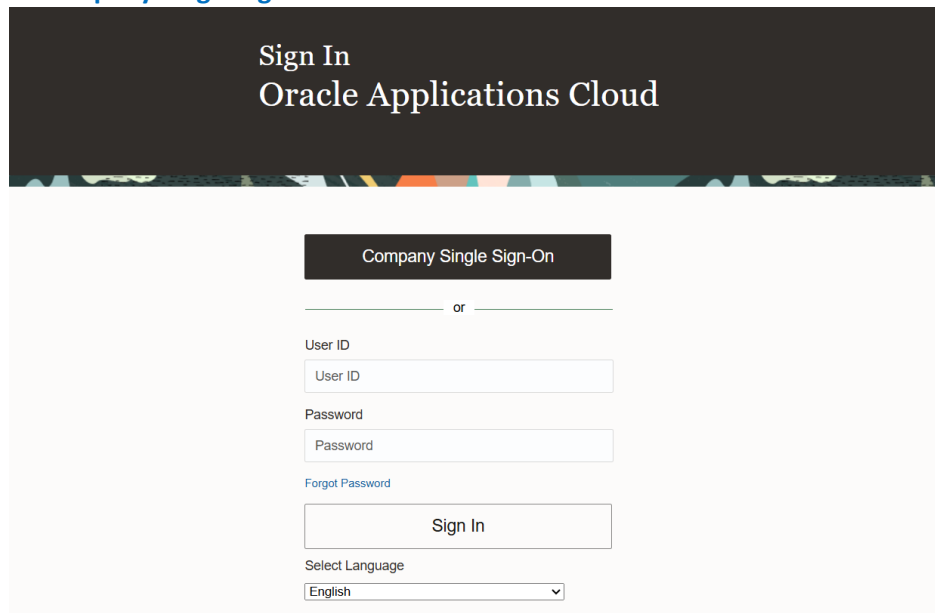


Uploading Proof Documents

1. Navigate to the **Oracle Cloud system**. A link can be found on the Source homepage.

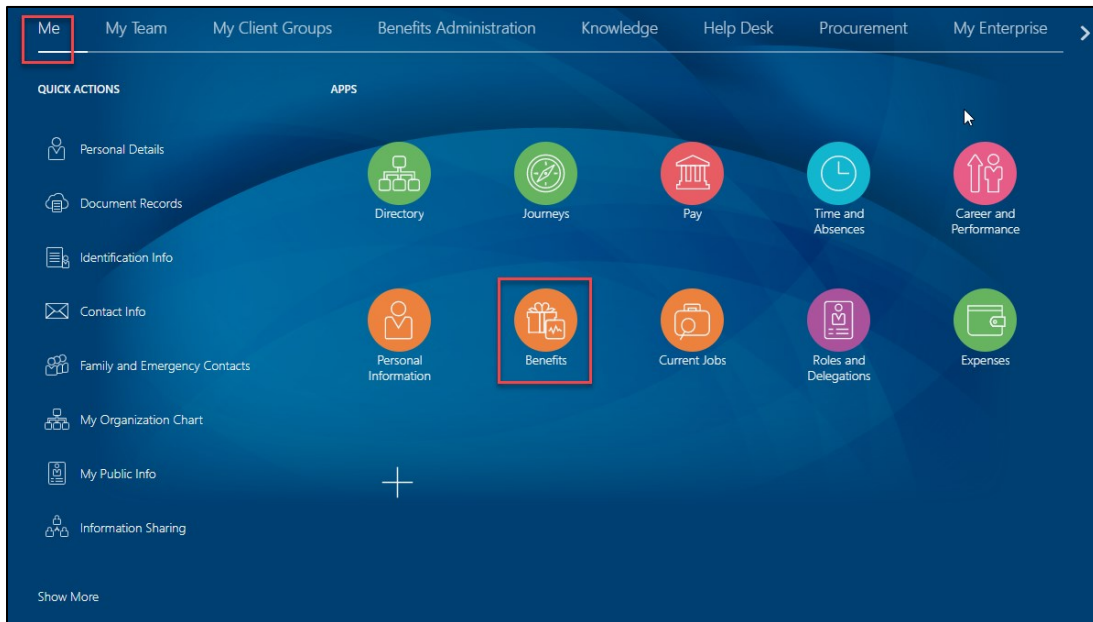


2. Select **Company Single Sign-On**.

A screenshot of the Oracle Applications Cloud Sign In page. The page has a dark header with the text 'Sign In Oracle Applications Cloud'. Below the header is a light gray background. In the center, there is a dark gray box with the text 'Company Single Sign-On'. Below this box is a horizontal line with the word 'or' in the middle. Below the line are two input fields: 'User ID' and 'Password'. Below the 'Password' field is a link that says 'Forgot Password'. Below the link is a 'Sign In' button. At the bottom, there is a 'Select Language' dropdown menu with 'English' selected.

Uploading Proof Documents

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



- You should see the Benefits home screen. Under **Pending Actions**, select the pencil icon to upload the proper documentation.

Pending Actions

Medical

Birth certificate, Dependent Child (Child)
Simply Blue HDHP 2000 - EH NBU, Family

Suspended



Medical

Marriage certificate, Dependent Spouse (Spouse)
Simply Blue HDHP 2000 - EH NBU, Family

Suspended



Uploading Proof Documents

5. **Drag or drop** the proof document in the next screen. Select **Save** in the bottom right-hand corner.

Birth certificate, Dependent Child (Child)

Simply Blue HDHP 2000 - EH NBU, Family

Document Type

Birth certificate

Description

Documents associated with benefits certification - Birth certificate

Drag and Drop
Select or drop files here.

6. 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.

Pending Actions		
Medical		
Birth certificate, Dependent Child (Child)	Suspended	Pending approval 
Simply Blue HDHP 2000 - EH NBU, Family		
View attachments (1)		
Medical		
Marriage certificate, Dependent Spouse (Spouse)	Suspended	Pending approval 
Simply Blue HDHP 2000 - EH NBU, Family		
View attachments (1)		

Uploading Proof Documents

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

