



Submitting Supporting Documentation in PeopleSoft



Supporting documentation is required to add a dependent to any health plan (medical, dental, vision and/or critical illness).

- Provide a government issued marriage certificate for a spouse and a birth certificate for a child.
- To add a Domestic Partner provide your CA State Registration or an [Affidavit of Domestic Partnership](#).

If you have questions about supporting documentation, please email DHRBenefits.FGG@sdcounty.ca.gov for assistance.

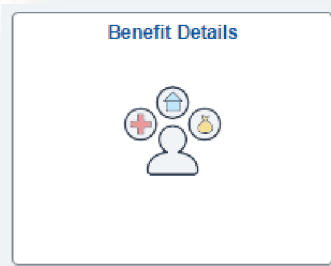
To submit supporting documentation through PeopleSoft Employee Self Service, follow these steps:

STEP 1

At a County computer, log onto [PeopleSoft Self Service](#)

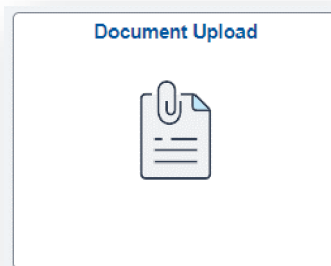
STEP 2

Click on the **Benefit Details** Tile



STEP 3

Click on the **Document Upload** Tile



STEP 4

Click **OK**

To submit Supporting Documentation, click on the magnifying glass.

- If you are a new hire making elections for the first time, please select "HIR" for a Hire event.
- If you have experienced a Qualifying Life Event, please select the description that best fits your event.
- If you are submitting Supporting Documentation for Open Enrollment, please select "OE" for Open Enrollment.
- (0,0)

OK

STEP 5

Click the magnifying glass

Select **OE** for Open Enrollment

Click **Add**

Document Upload

Find an Existing Value

Add a New Value

*Life Event Type



Add

STEP 6

Click **Add Attachment**

Document Upload

▼ Instructions

When you enroll dependents in medical, dental, vision and/or critical illness insurance, you must provide supporting documents showing proof of relationship. Documents include, but are not limited to, marriage certificates, domestic partner affidavits, birth certificates and adoption paperwork. Please view the [Benefits Guide](#) for additional information.

You may also submit documentation to initiate a [Qualifying Life Event](#) that may include marriage certificates, divorce decrees, hospital record of birth, proof of gain or loss of other coverage, etc.

In **Dependent Info**, you can check to see which dependents are listed. Note: If the "Supporting Documents Received" column is blank for a dependent, then supporting documentation is needed.

Please select the **Add Attachment** button below and upload the supporting document(s) from your computer.

If you do not see the "Add Attachment" button here, please move on to the next screen and continue with your Open Enrollment selections. When exiting Open Enrollment, please go back to Self Service – Benefit Details – Document Upload and upload your documentation there.

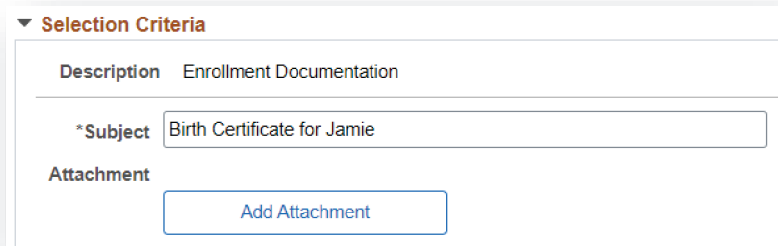
If you have any questions, please contact Employee Benefits at DHRBenefits.FGG@sdcounty.ca.gov for assistance.

Add Attachment

STEP 7

In the **Subject** field type a brief description of the document

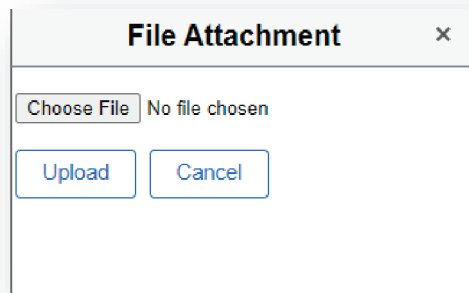
Click **Add Attachment**



The screenshot shows a form titled "Selection Criteria" with a dropdown arrow. It contains a "Description" field with the text "Enrollment Documentation". Below this is a "*Subject" field with the text "Birth Certificate for Jamie". At the bottom, there is an "Attachment" section with a button labeled "Add Attachment".

STEP 8

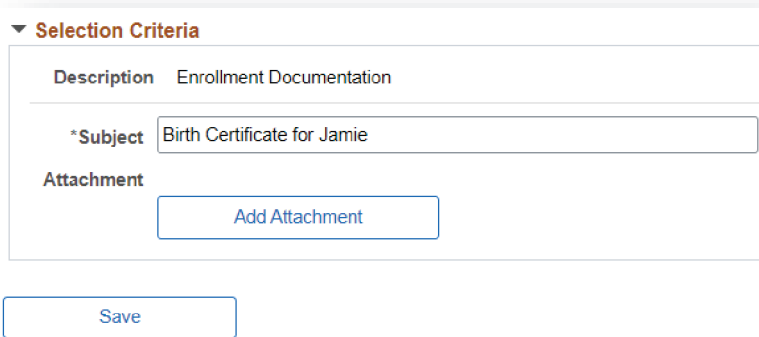
Click on **Choose File** and once selected click **Upload**



The screenshot shows a dialog box titled "File Attachment" with a close button (X). It contains a "Choose File" button and the text "No file chosen". Below these are two buttons: "Upload" and "Cancel".

STEP 9

Click **Save**



The screenshot shows the same "Selection Criteria" form as in Step 7. It includes the "Description" field with "Enrollment Documentation", the "*Subject" field with "Birth Certificate for Jamie", and the "Attachment" section with the "Add Attachment" button. At the bottom of the form, there is a "Save" button.

After you have saved your document, you will see a message that states approval is required. You will receive an approval notification after the Benefits Division has reviewed and saved your document.

If you have trouble using PeopleSoft, you can also email any supporting documentation directly to DHRBenefits.FGG@sdcounty.ca.gov