

How to Upload Working Spouse Premium Waiver Benefitfocus

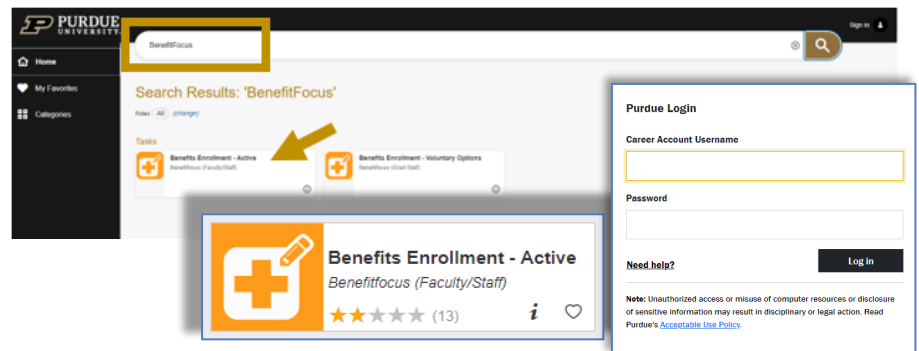
Last Updated: 10/20/22

Similar to the *How to Upload Documentation in Benefitfocus Quick Reference*, this document outlines how to specifically upload the Working Spouse Premium Waiver. The Waiver is located under Forms and Guides on the [Resources](#) web page of the [Benefits Enrollment Website](#).

Access Benefitfocus via OneCampus

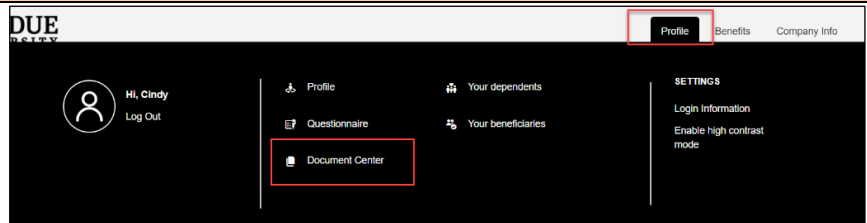
1. Visit **OneCampus**
2. Type **BenefitFocus** in the search bar
3. Click **Benefits Enrollment – Active Benefitfocus (Faculty/Staff)**
4. Log in using **Purdue Career Account Username** and **Password**

<https://one.purdue.edu/>

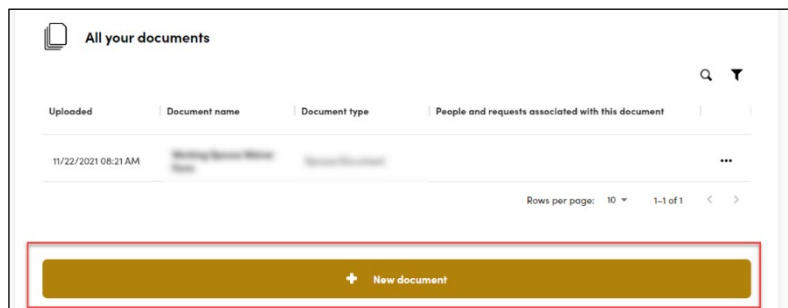


Upload Documentation

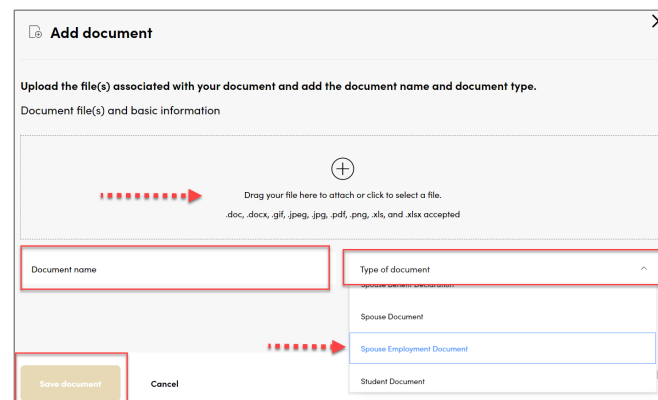
1. Click **Profile** from top Menu bar
2. Select **Document Center**



Click New Document

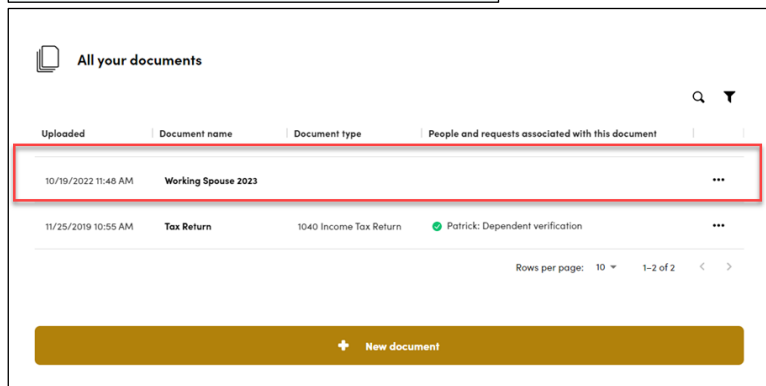
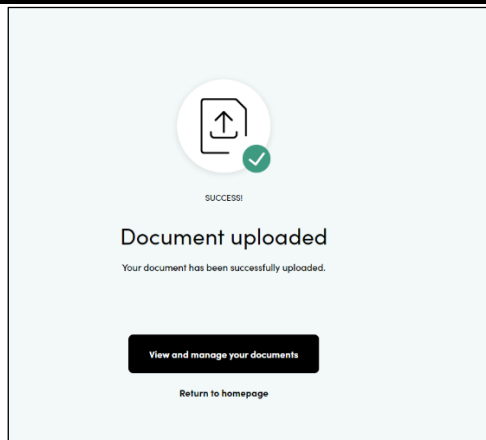


1. **Drag** file into the dotted box or **click + sign** to upload completed and saved **Working Spouse Premium Waiver file**.
2. Complete fields:
 - a. Type **Document Name (Working Spouse 2026)**
 - b. Select **Spouse Employment** from Category drop-down list.
3. Click **Save Document**



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