

Last Updated: 09/14/2021

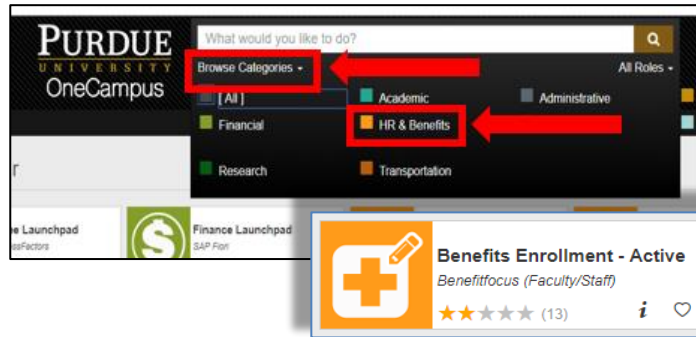
This quick reference outlines how to upload documentation in Benefitfocus, the enrollment portal for benefits.

- When documentation requests have a status of **Document Required**, upload the document to associate it.
 - The document will then show as **Pending Approval** until it is approved or denied by an administrator.
- When adding a document through the **Add Document** option, it can be associated with a **Document Required** request and can be viewed by selecting **Associate an Existing Document**.

Access Benefitfocus via OneCampus

1. Visit **OneCampus**
2. Search **Browse Categories**
3. Select **HR & Benefits**
4. Click **Benefits Enrollment – Active Benefitfocus (Faculty/Staff)**
5. Log in using **Purdue Career Account ID** and **BoilerKey**.

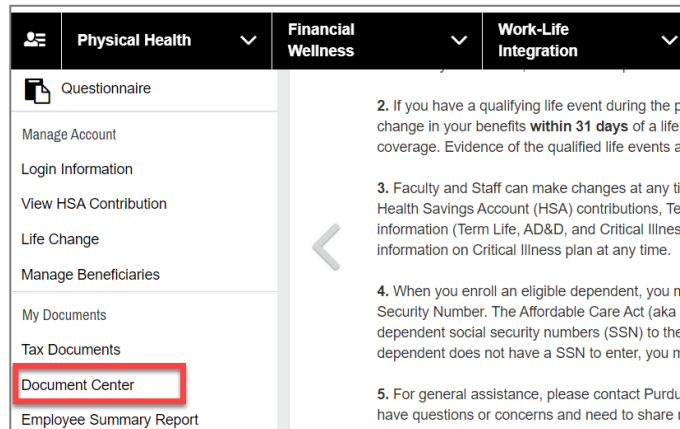
<https://one.purdue.edu/>



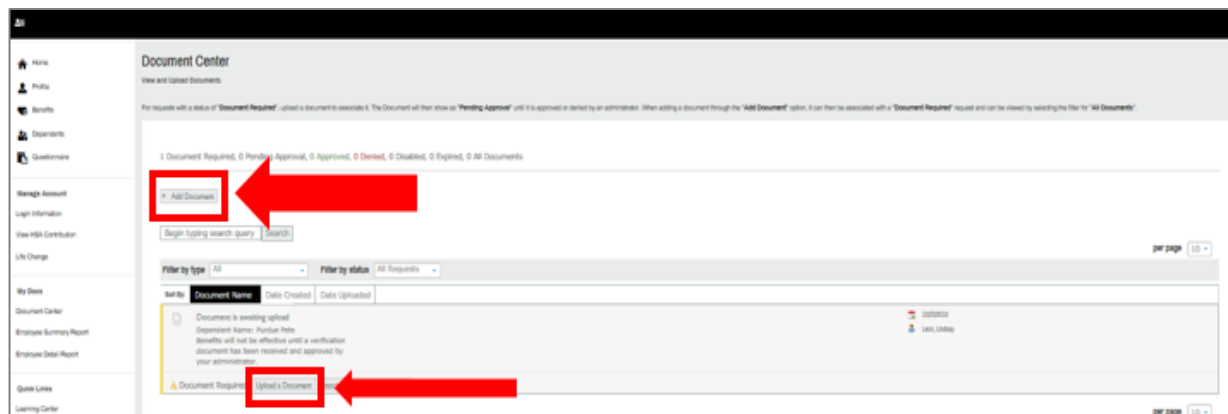
For assistance using or setting up BoilerKey, please contact ITaP at itap@purdue.edu or 765-494-4000.

Upload Documentation

Click **Document Center** within **My Documents** menu section.



Click **Add Document** or **Upload a Document** (When Document is Required)



1. Click **Choose File** to upload your existing, saved file.
2. Complete fields:
 - a. Type **Document Name**
 - b. Select **Category** from drop-down list
 - c. **Date** will auto-populate to today's date
 - d. Type **Description**, when applicable.
3. Click **Save**

Adding New Document

Please complete the information below.

Browse for File* [?](#)

Choose File

No File Chosen

Hover over the (?) above to view accepted file types.

Document name*

Category*

Date

09/14/2021

Description

Save **Cancel**

Review Document

Dependents

Questionnaire

Manage Account

Login Information

View HSA Contribution

Life Change

Manage Beneficiaries

My Documents

Tax Documents

Document Center

Employee Summary Report

Employee Detail Report

Quick Links

Learning Center

For requests with a status of "Document Required", upload a document to associate it. The Document will then show as "Pending Approval" until it is approved or denied by an administrator. When adding a document through the "Add Document" option, it can then be associated with a "Document Required" request and can be viewed by selecting "Associate an Existing Document".

Need further assistance uploading a document for approval? Click [here](#)

+ Add Document

Begin typing search query

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Filter by type All Filter by status All Documents

Sort By: Document Name File Type Date Created Date Uploaded

Document Name	Date Created	Date Uploaded
PDF Subscriber Name: Cindy M Bryant	09/14/2021	09/14/2021

[Edit](#) [Preview](#) [X Delete](#)

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If Document is required:

- Select **Associate an Existing Document** and select the document to associate.
- Click **Finish**

1 Document Required, 0 Pending Approval, 0 Approved, 0 Denied, 0 Disabled, 0 Expired, 0 All Documents

+ Add Document

Begin typing search query

Filter by type All Filter by status All Requests

Sort By: Document Name Date Created Date Uploaded

Document is awaiting upload
Dependent Name: Purdue Pete
Benefits will not be effective until a verification document has been received and approved by your administrator.

Document Required [Upload a Document](#) [Associate an Existing Document](#)

Save