Quick Reference Guide

HEALTHY BOILER

per page 10 -

per page 10

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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

https://one.purdue.edu/ 1. Visit OneCampus Search Browse PURDUE a 2. Categories OneCampus Administratio Acade 3. Select HR & Benefits TAIL Financia HR & Benefits 4. Click Benefits Enrollment - Active Benefitfocus Transportat (Faculty/Staff) 5. Log in using **Purdue** Career Account ID and **Benefits Enrollment - Active** Benefitfocus (Faculty/Staff) BoilerKey. \odot i ★★★★★ (13) For assistance using or setting up BoilerKey, please contact ITaP at itap@purdue.edu or 765-494-4000. **Upload Documentation** Financial Work-Life Physical Health В Wellness Integration Questionnaire 2. If you have a qualifying life event during the pla change in your benefits within 31 days of a life Manage Account coverage. Evidence of the qualified life events an Login Information 3. Faculty and Staff can make changes at any tin Click Document Center within View HSA Contribution Health Savings Account (HSA) contributions, Ten My Documents menu section. information (Term Life, AD&D, and Critical Illness Life Change information on Critical Illness plan at any time. Manage Beneficiaries 4. When you enroll an eligible dependent, you ma Security Number. The Affordable Care Act (aka H My Documents dependent social security numbers (SSN) to the Tax Documents dependent does not have a SSN to enter, you may Document Center 5. For general assistance, please contact Purdue Employee Summary Report have guestions or concerns and need to share n Click Add Document or Upload a Document (When Document is Required) Document Center ***** 100 1 mm



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How to Upload Documents Benefitfocus

 Click Choose File to upload your existing, saved file. Complete fields: Type Document Name Select Category from drop-down list Date will auto- populate to today's date Type Description, when applicable. 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* @9/14/2021 Description Save Cancel	
Review Document	Image Prenetions For reported with a status of "Document Required": lipide a document to associate 0. The Document Sequered": lipide and comes to an extending Agreered": lipid a status of the document Sequered "reports and can be viewed by selecting "Associate an Existing Document" Manage Account Login Information View ISA Controlland Image Account Lie Change Image Beneficiates My Documents Begin trying search query Search Document Report Filer by status Document Report Image Subscriber Name Employee Seamary Report Distribution Unit Links Employee Gener Links Employee Chain Report Quick Links Edit Image Preview X Delete Links Edit Image Preview X Delete	per page 10 per page 10
 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	