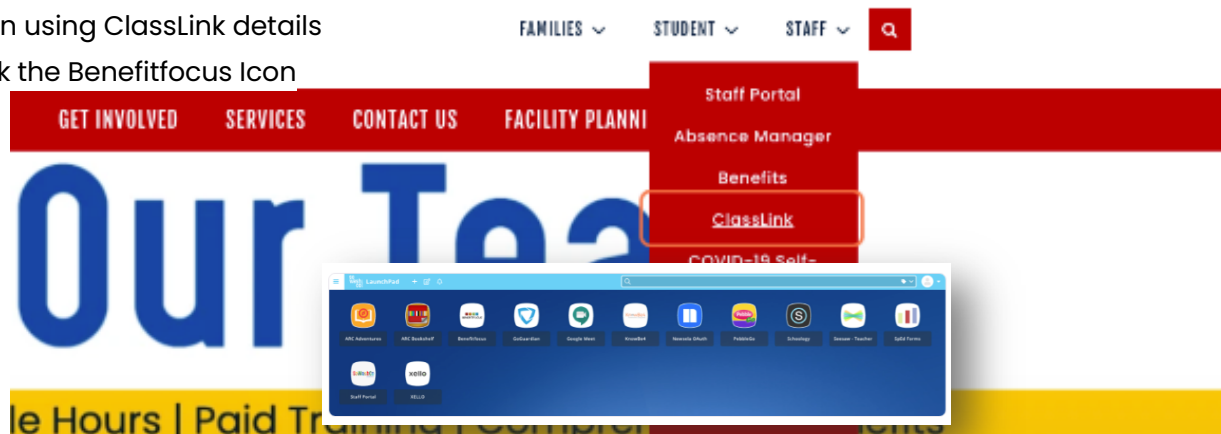


This guide outlines how to upload documentation within Benefitfocus, SoWashCo Schools benefit administration platform.

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

**Access Benefit online Via ClassLink**

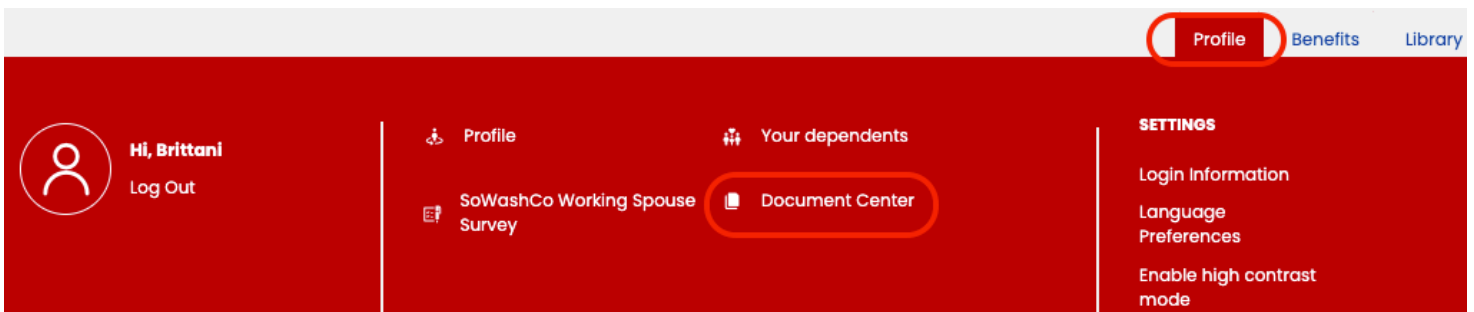
1. Visit <https://www.sowashco.org/>
2. Select **Staff** dropdown menu
3. Click **ClassLink**
4. Login using ClassLink details
5. Click the Benefitfocus Icon



NOTE: For assistance with ClassLink, please contact IT at 651-425-3000.

**Upload Documentation**

6. Click **Profile** from top menu bar
7. Select **Document Center**



8. Click **New document**

All your documents

Uploaded | Document name | Document type ↑ | People and requests associated with this document

You have no uploaded documents.

Rows per page: 10 | 0-0 of 0

+ New document

9. **Drag** file into the dotted box or **click + sign** to upload file.

10. Complete fields:

- **Document name**
- **Type of document**

11. Click **Save document**

Add document

Upload the file(s) associated with your document and add the document name and document type.

Document file(s) and basic information

⊕

Drag your file here to attach or click to select a file.

.doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .xls, and .xlsx accepted

Document name

Type of document

12. Review document by selecting **View and Manage your documents** or select **Return to homepage**.

