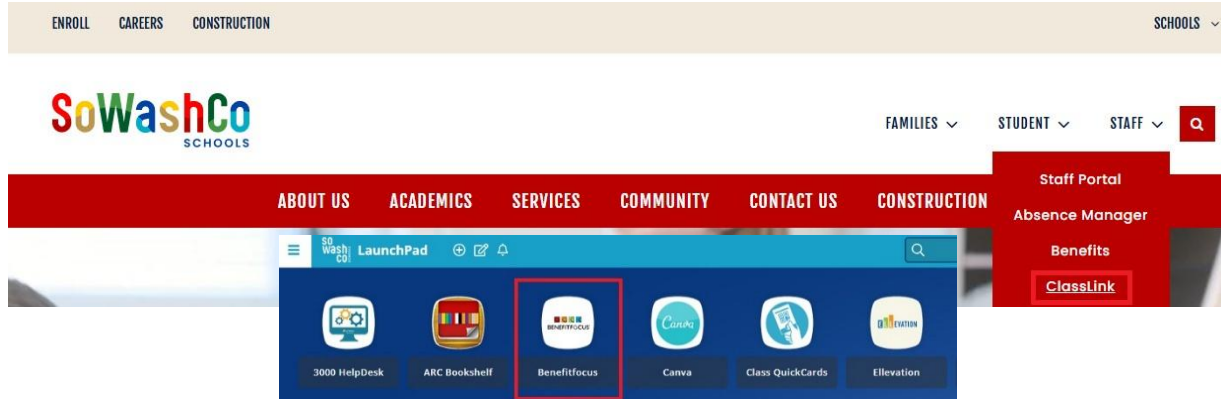


This guide outlines how to upload documentation within Benefitfocus, the benefit administration platform for SoWashCo Schools.

- Benefit changes such as qualifying life events or adding new dependents require documentation to verify eligibility.
- Once you request a change or add a dependent, the coverage will be pending until valid documentation is received and approved within the limited window.
- After you submit your request, a task will automatically appear within Benefitfocus prompting you to upload the required documentation.

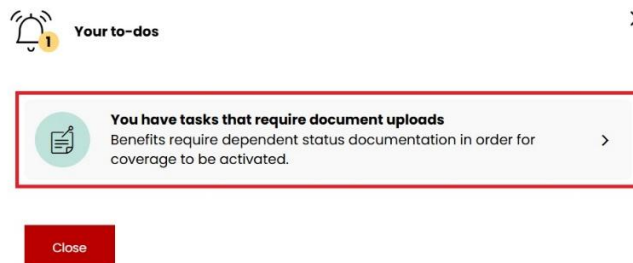
How to Upload Documents

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

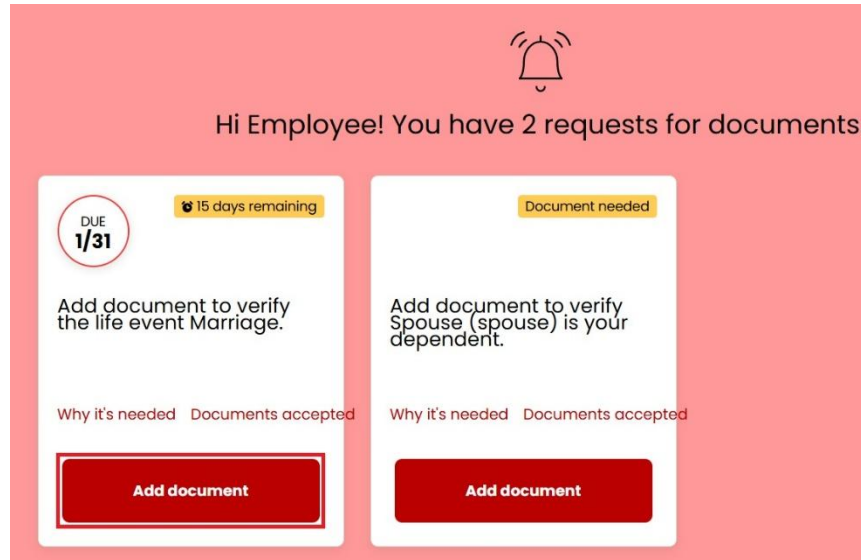


NOTE: For assistance with ClassLink, please contact IT at 651-425-3000.

6. Once logged in, a pop up screen will appear regarding your tasks that require document uploads.
7. Select **You have tasks that require document uploads.**



8. Next, you will see a screen with your requests for documents. Click **Add document**.



9. **Drag** file into the dotted box or **click + sign** to upload file.
10. Complete fields:
- **Document name**
 - **Type of 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

11. After adding the document, click **Save Document**.



12. Next, a screen will appear confirming your document has been successfully uploaded and now will be sent to your Benefits team for review. Please note, your request is still pending and subject to approval. If no additional documentation is needed, click **Return to homepage**. If you have multiple requests, click **View and manage your documents** to return to the Document Center and upload additional documentation.

