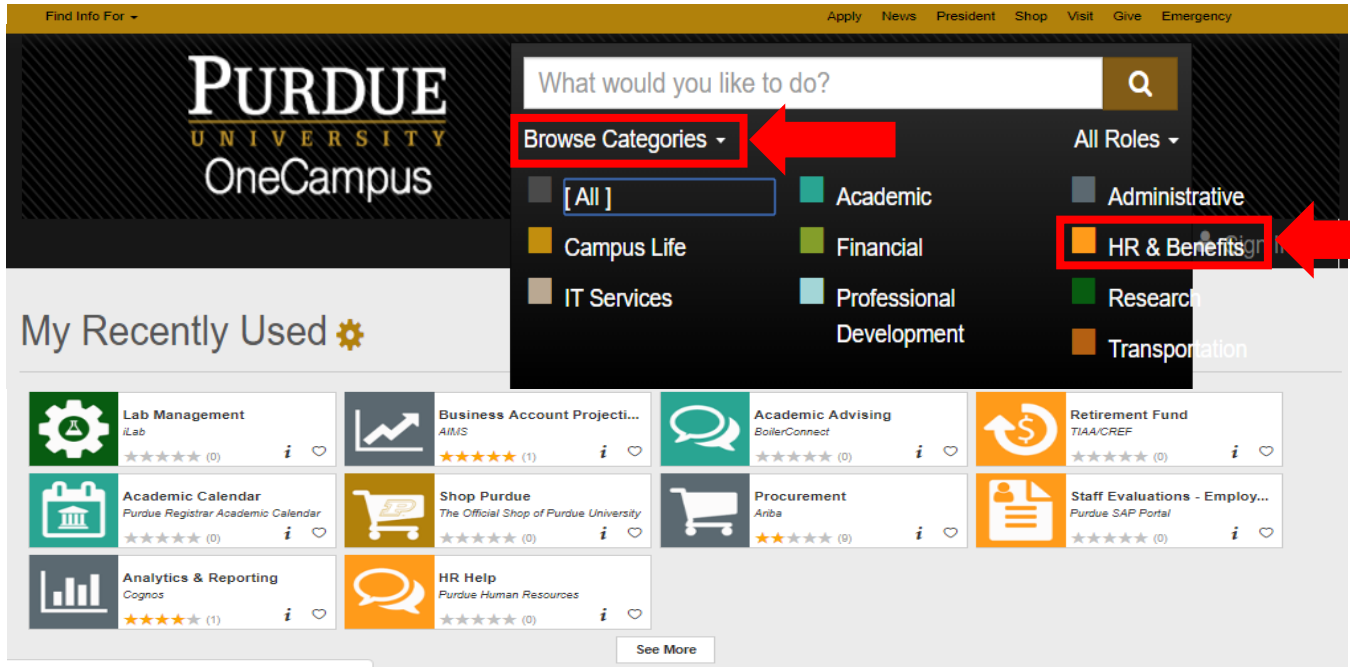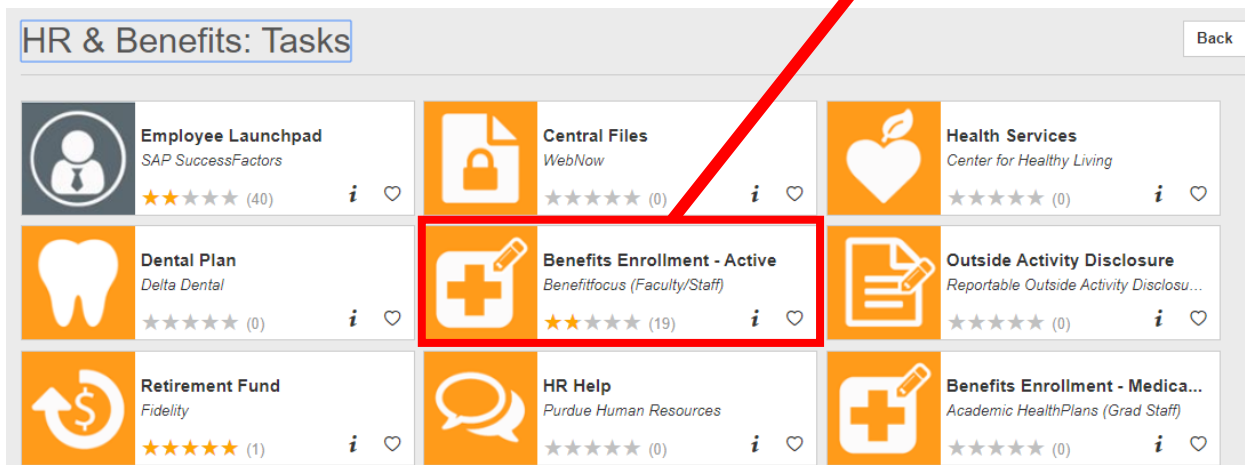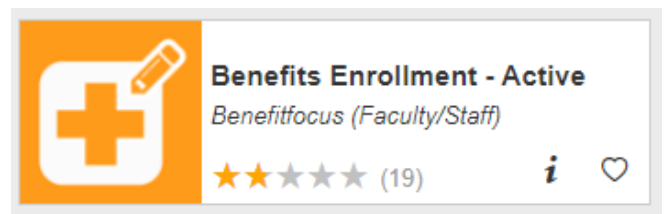# Benefitfocus Detailed Instructions

## How to Upload the Working Spouse Premium Waiver Form

1. Begin at one.purdue.edu, select "Browse Categories" and "HR & Benefits.

2. From the HR & Benefits: Tasks" page select the "Benefits Enrollment – Active *Benefitfocus (Faculty/Staff)*" tile. Log in to Benefitfocus with your Purdue Career Account and BoilerKey.
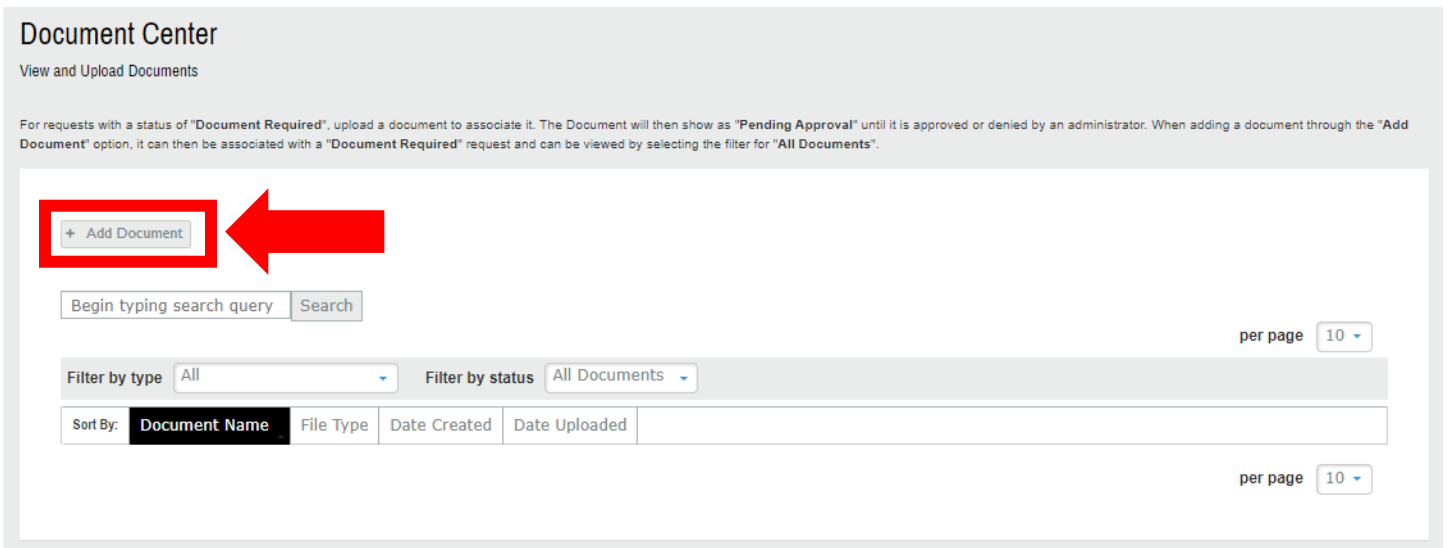
3. From the Welcome page, in the upper right corner, select the gold "To Enroll, Make a Change, and View Your Benefits CLICK HERE" button.
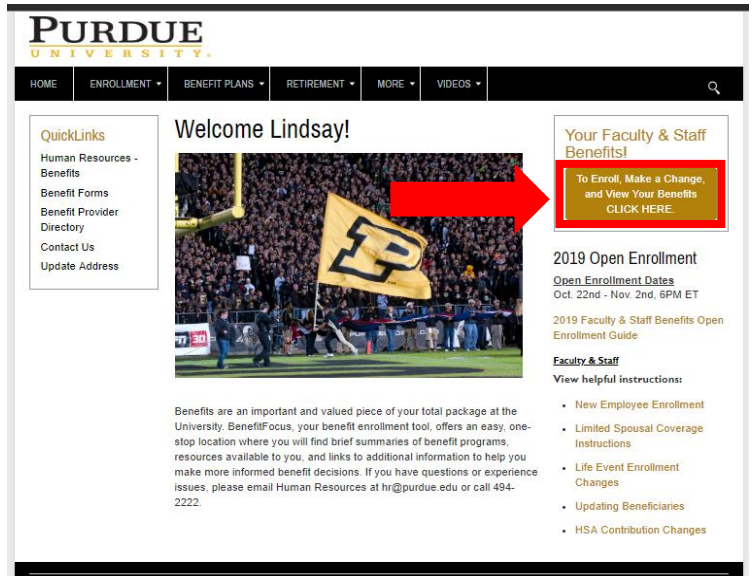
4. From the Manage Your Benefits page, select "Document Center" on the left hand side of the page.
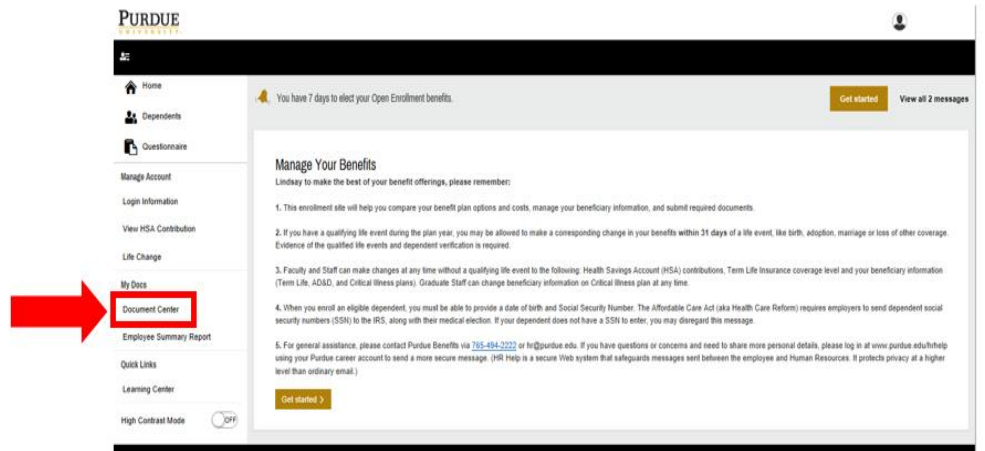
5. From the Document Center, select "Add Document."

6. You will then be prompted to upload a file (your saved document).

Adding New Document

Please complete the information below.

Browse for File* ⑦

[Choose File] [No File Chosen]

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

- Select "Choose File"

Document name*

[Working Spouse 2021]

- Name document "Working Spouse 2021"

Category*

[Spouse Employment ▼]

- Category needs to be "Spouse Employment Document"

Date

[09/19/2019]

Description

[   ]

- Enter Description, if needed

- Select "Save"

[**Save**]

7. From here you will be able to see that your document has uploaded correctly. If you do not see your document change the "Filter by status" to "All Documents."

[**+ Add Document**]

[Begin typing search query] [Search]

Filter by type [All ▼] [Filter by status] [All Requests ▼]

Denied

Disabled

Sort By: [**Document Name**] File Type | Date Created | Dat

Expired

📄 Working Spouse 2020
PDF Subscriber Name:

All Documents

✏ Edit | 👁 Preview | ✖ Delete

8. Select "Save" to return to the "Manage Your Benefits" page.