

## How to Upload Working Spouse Premium Waiver Benefitfocus

## Last Updated: 10/20/22

Similar to the *How to Upload Documentation in Benefitfocus Quick Reference*, this document outlines how to specifically upload the Working Spouse Premium Waiver. The Waiver is located under Forms and Guides on the <u>Resources</u> web page of the <u>Benefits Enrollment Website</u>.

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<ol> <li>Visit OneCampus</li> <li>Type BenefitFocus in the search bar</li> <li>Click Benefits Enrollment – Active Benefitfocus (Faculty/Staff)</li> <li>Log in using Purdue Career Account Username and Password</li> </ol>	https://one.purdue.edu/	
Upload Documentation		
<ol> <li>Click <b>Profile</b> from top Menu bar</li> <li>Select <b>Document Center</b></li> </ol>	Image: Second	
Click New Document	All your documents  Uploaded Document name Document type People and requests associated with this document  11/22/2021 08:21 AM  Rows per page: 10 × 1-1 of 1 < >  New document	
<ol> <li>Drag file into the dotted box or click         + sign to upload completed and         saved Working Spouse Premium         Waiver file.</li> <li>Complete fields:         <ul> <li>Type Document Name             (Working Spouse 2024)</li> <li>Select Spouse Employment             from Category drop-down list.</li> </ul> </li> <li>Click Save Document</li> </ol>	Add document  Upload the file(a) associated with your document and add the document name and document type. Document file(s) and basic information  Drog your file have to attach or click to select a file. doc, docs, gif, jegg, jeg., pdf, png, sky, and site accepted  Document name  Type of document  Spowe Document  Spowe Document  Spowe Document  Studied Document  Studi	



## **Quick Reference Guide**

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