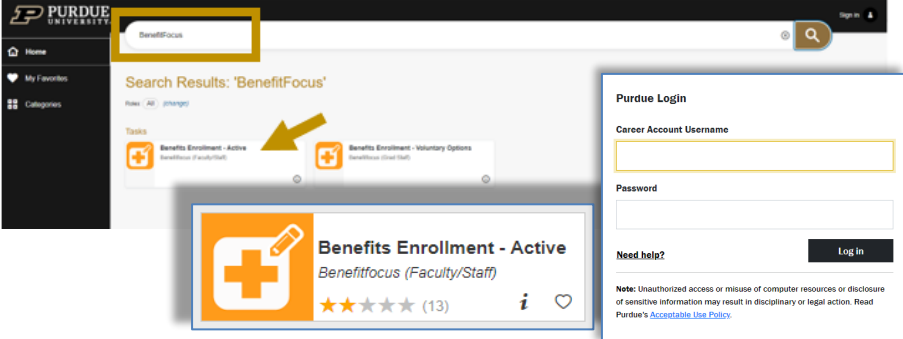
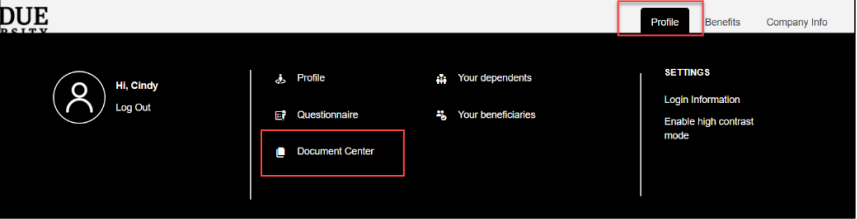
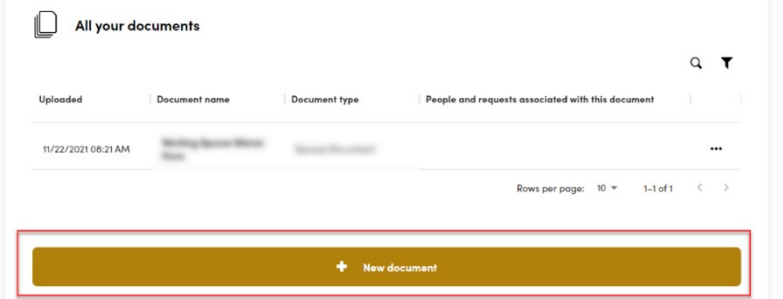
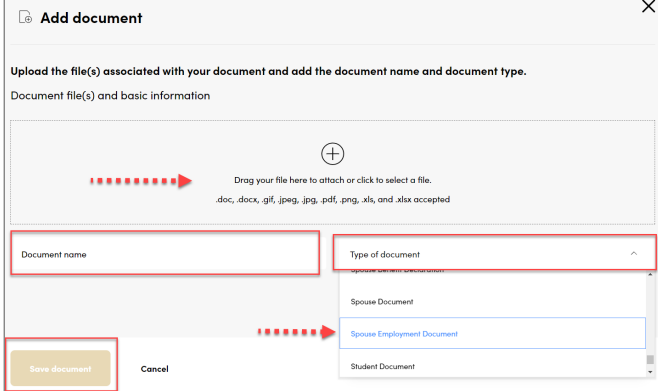


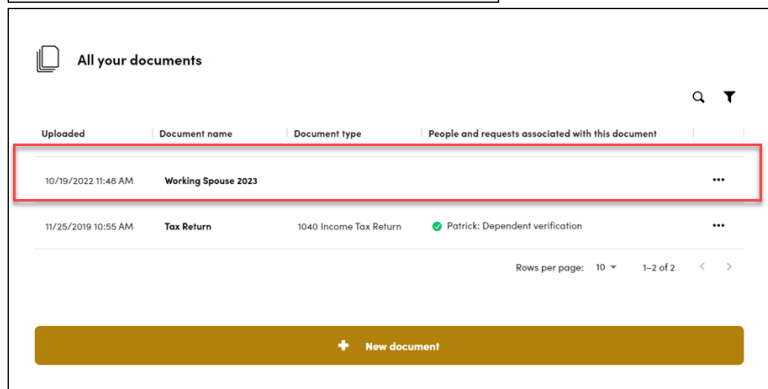
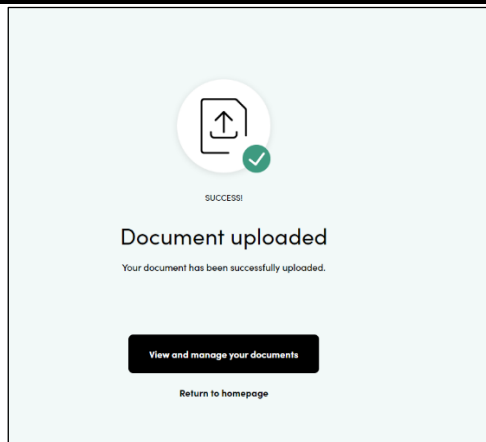
Last Updated: 10/20/22

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 [Resources](#) web page of the [Benefits Enrollment Website](#).

Access Benefitfocus via OneCampus	
<ol style="list-style-type: none"> 1. Visit OneCampus 2. Type BenefitFocus in the search bar 3. Click Benefits Enrollment – Active Benefitfocus (Faculty/Staff) 4. Log in using Purdue Career Account Username and Password 	<p>https://one.purdue.edu/</p> 
Upload Documentation	
<ol style="list-style-type: none"> 1. Click Profile from top Menu bar 2. Select Document Center 	
<p>Click New Document</p>	
<ol style="list-style-type: none"> 1. Drag file into the dotted box or click + sign to upload completed and saved Working Spouse Premium Waiver file. 2. Complete fields: <ol style="list-style-type: none"> a. Type Document Name (Working Spouse 2024) b. Select Spouse Employment from Category drop-down list. 3. Click Save Document 	

How to Upload Working Spouse Premium Waiver Benefitfocus

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