

## Document Upload

### Did you add new dependents?

If you added a new dependent, click the **Upload Documents** button to verify their eligibility.


### Enroll in Benefits

Dependents    Required Responses    Elect Benefits    Review & Submit    Confirmation

**Enrollment Completion**

If you would like to go back and make changes, click the "Modify Elections" button.

Your elections have been submitted but not finalized. Click the printer icon to print a summary of the benefit elections you have just made for your records. You will not be able to print the election summary after you exit this session.

**Modify Elections**     Click here to print

A confirmation letter from SFHSS will be mailed to you in early December for your finalized benefit elections & costs.

For newly added dependents, your application will not be processed until SFHSS receives supporting documentation:

Spouse = Certified Marriage Certificate  
Domestic Partner = Domestic Partner Certification  
Child = Birth Certificate, Adoption Verification

Please upload your supporting documentation by clicking the button below. If you would rather, you may fax to (415) 554-1721 or hand deliver your documentation to SFHSS – 1145 Market St, 3rd Floor, San Francisco, CA 94103. Benefit elections will be revised if documentation for dependents is not submitted or dependents are not eligible.

**Upload Documents**    **Save and Continue**

### Document Upload Steps

Click the **Add Attachment** button to choose a photo or document from your library.

Click **Upload** when you make your choice.

Click the text field to label your upload, then click **Save**.

Click the **X** in upper-right corner of your screen to close document upload, then click **Save and Continue**.