

Upload Dependent Verification Documents

1. Go to myUK Employee Self-Service
2. Click *Benefits and Payment*
3. Under **Dependent Verification**, click *Upload documentation here*
 - Upload document by clicking the *Browse* button
 - Define the relationship you are documenting (spouse, sponsored dependent, or stepchild) in *Subject* field
4. Click *Review*
 - Confirm your upload
5. Click *Send* to submit

Note: Documents must be in PDF format

Note: You may remove the SSN prior to uploading the document