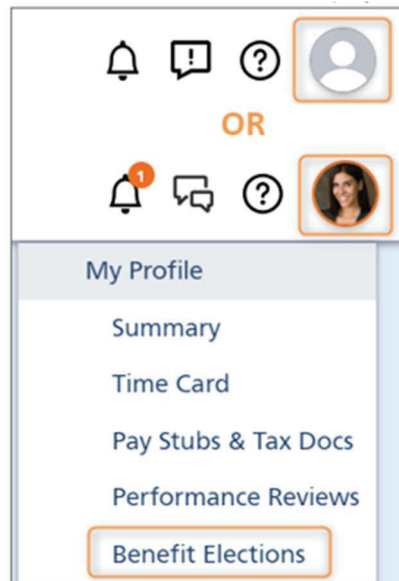


How to Upload Documents in Paycor:

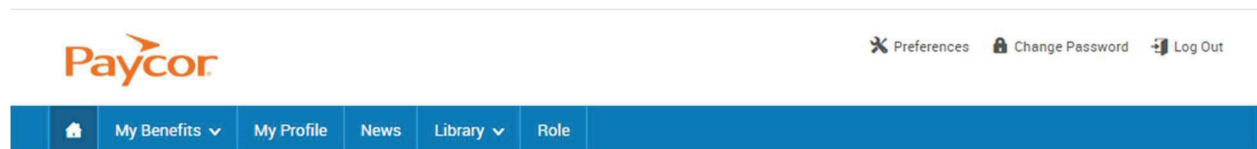
1) Log into your Paycor account.

* Follow these instructions to upload your Wellness Form, Spousal Attestation Form, Documentation for QLE's (Qualifying Life Events), Benefit Claim Forms, or any other benefits related document.

2) In the upper right corner, click on your circle Profile Menu and then select "Benefit Elections". This will direct you to your Benefits home screen.



3) In the blue banner, select "My Profile".



4) In the menu bar on the left side of the screen, select "Employee File".



- 5) You will see a list that includes you and all of your dependents that are entered into the system. Next to each name, there is a “View and Upload Documents” link. Click on the link next to the person you are uploading the document for.

The screenshot shows a web interface with a sidebar on the left containing navigation links: Personal Information, Family Information, Beneficiaries, Life Event, Employee File (highlighted), and Personalized Forms. The main content area is titled 'Employee File' and shows a user profile icon and the word 'Employee'. Below this is a table with four columns: Name, Relationship, Date of Birth, and View and Upload. The table lists four entries: an Employee, a Spouse, and two Children. Each entry has a 'View and Upload Documents' link next to it.

Name	Relationship	Date of Birth	View and Upload
[Redacted]	Employee	[Redacted]	View and Upload Documents
[Redacted]	Spouse	[Redacted]	View and Upload Documents
[Redacted]	Child	[Redacted]	View and Upload Documents
[Redacted]	Child	[Redacted]	View and Upload Documents

- 6) Select the Document Type (use Other Document if you are unsure). Select and upload your file and fill out the Title, Description, and Document Date fields. Click the blue “Save” button to upload your file.

The screenshot shows a 'File Upload' form. At the top, it says 'File Upload' and shows a user profile icon and the word 'Employee'. Below this is a note: '* Fields are required'. The form contains the following fields: '* Document Type' (a dropdown menu with 'Unspecified' selected), '* File' (a 'Choose File' button with 'No file chosen' text), '* Title' (a text input field), '* Description' (a text input field), and '* Document Date' (a date input field with '10/29/2024' entered). At the bottom of the form are two buttons: a blue 'Save' button and a grey 'Cancel' button.