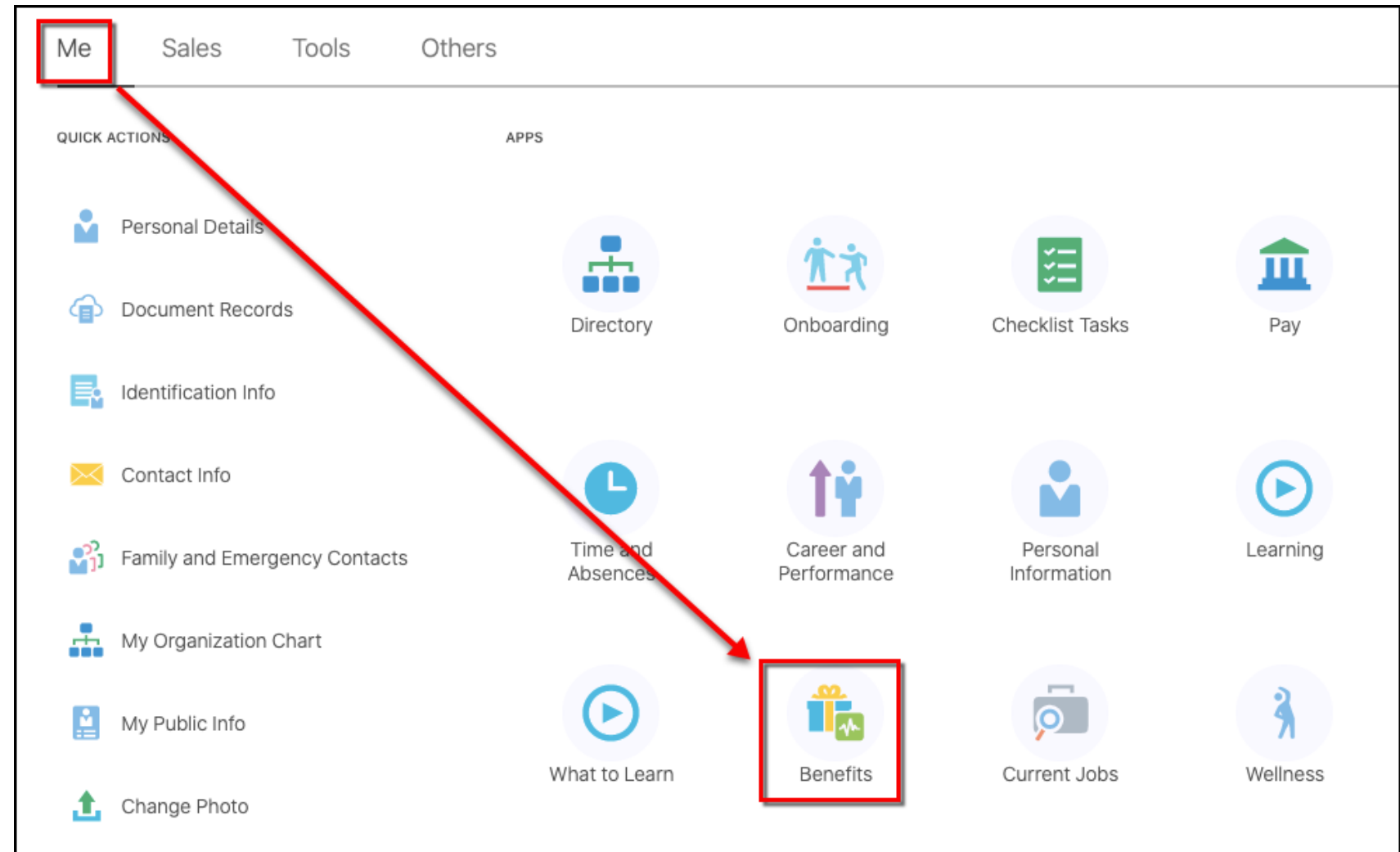


1. Select **Me** to display your employee functions
2. Click **Benefits**



Note: After you submit your benefit selections, be sure to check your **Pending Actions**

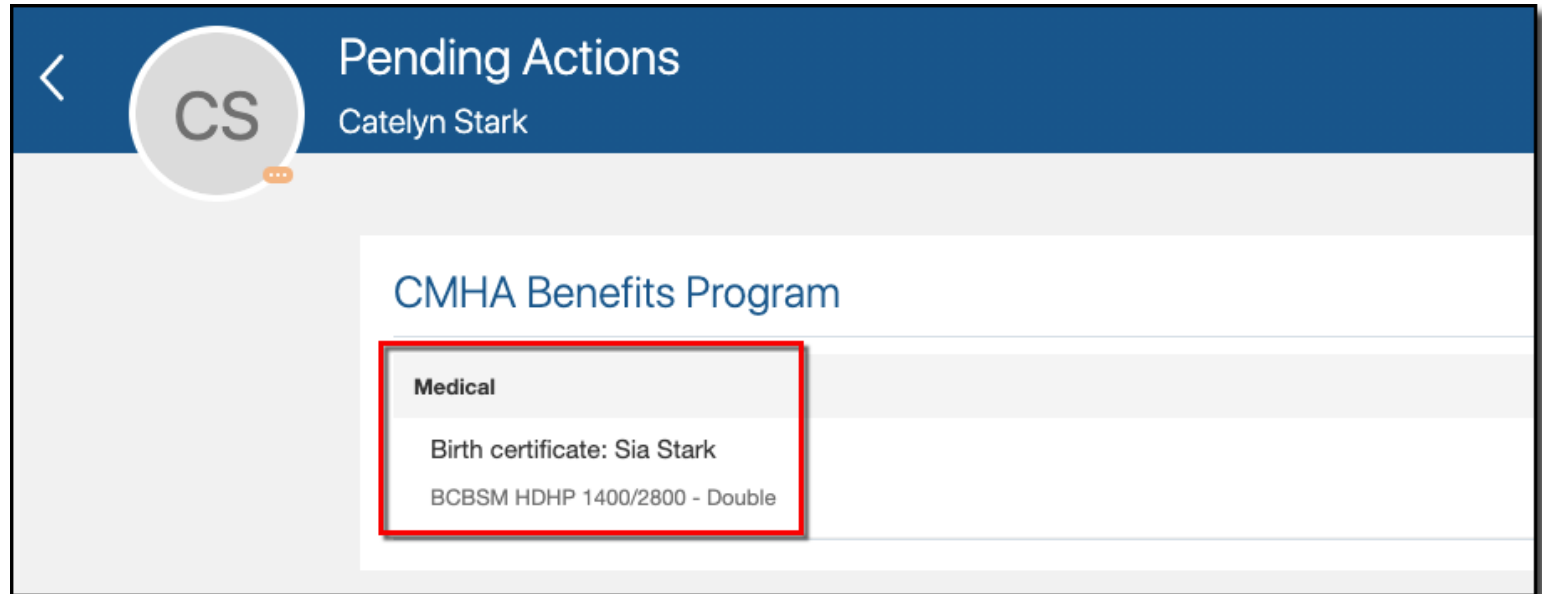
Note: Pending Actions will indicate if you need to provide any supporting documents that are required to finalize your enrollment

3. Click **Pending Actions**

The screenshot shows the user interface for Catelyn Stark. At the top, there is a blue header with a circular profile picture containing the initials 'CS' and the name 'Catelyn Stark'. Below the name, a message reads: 'Review your benefits package and relevant info before you enroll.' The main content area is a light gray grid of six white cards, each with a green icon and a title. The 'Pending Actions' card is highlighted with a red border. The cards are: 'Pending Actions' (checklist icon), 'Your Benefits' (person with magnifying glass icon), 'Report a Life Event' (calendar with star icon), 'People to Cover' (group of people icon), 'Primary Care Physicians' (stethoscope icon), and 'Document Records' (document icon).

Icon	Title	Description
	Pending Actions	Address your open items to complete enrollment
	Your Benefits	See your current, past, and future enrollments
	Report a Life Event	Record a life event for enrollment opportunities
	People to Cover	Add family and others before you enroll
	Primary Care Physicians	Provide physician details for yourself and others
	Document Records	Upload documents to support your enrollments

Note: In this example, the employee needs to upload a Birth Certificate for Sia Stark



< CS Catelyn Stark

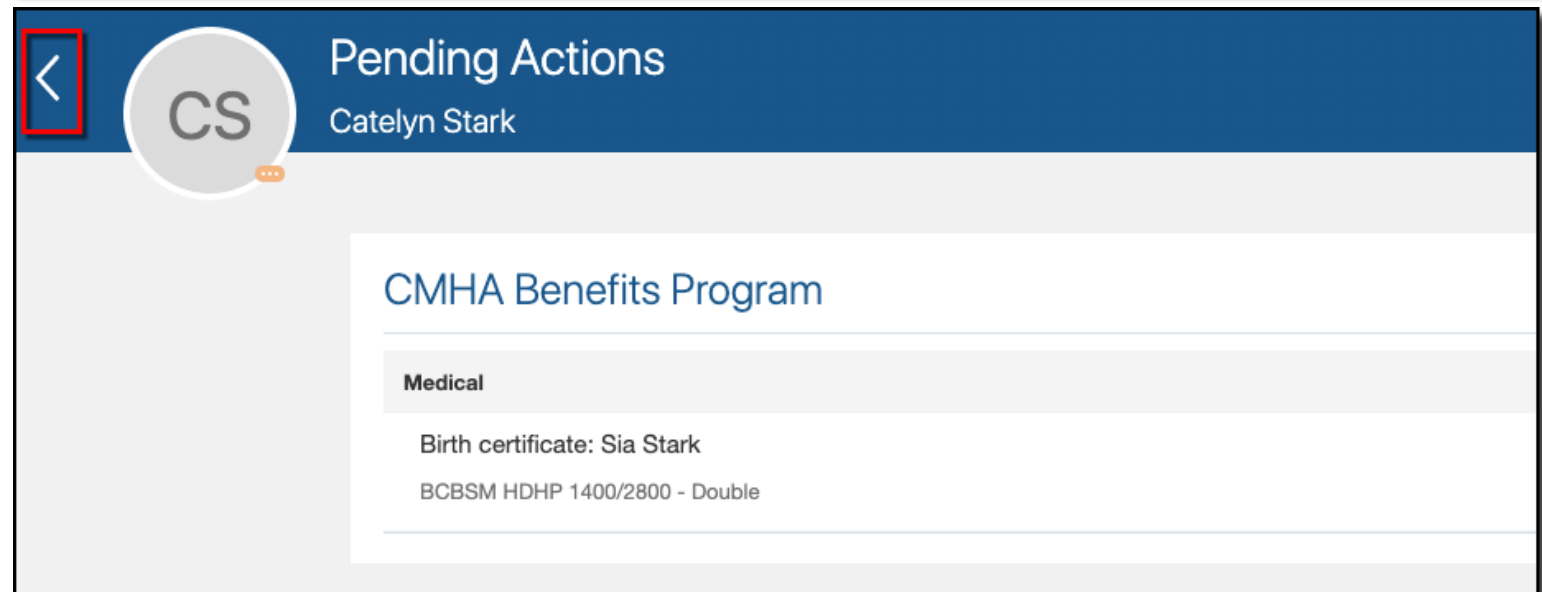
CMHA Benefits Program

Medical

Birth certificate: Sia Stark

BCBSM HDHP 1400/2800 - Double

4. Click the **back arrow** to return to your **Benefits** page



< CS Catelyn Stark


CMHA Benefits Program

Medical

Birth certificate: Sia Stark

BCBSM HDHP 1400/2800 - Double


5. Click Document Records



Catelyn Stark


Review your benefits package and relevant info before you enroll.

[Make Changes](#)




Pending Actions

Address your open items to complete enrollment




Your Benefits

See your current, past, and future enrollments




Report a Life Event

Record a life event for enrollment opportunities




People to Cover

Add family and others before you enroll



Primary Care Physicians

Provide physician details for yourself and others



Document Records

Upload documents to support your enrollments

6. Click **Add**

Document Records

Catelyn Stark

Document Records

Search by type, name, or numl

Show Filters


Exclude

Payroll

Expired

Sort By

Last Updated - Descendi



Nothing matches your search. Try again.

7. Enter all the necessary **document details**
8. Drag or upload the required **attachment**
9. Click **Submit**

Add Document

Catelyn Stark

Submit

Cancel

Document Details

*Document Type

Birth certification or certifi

Country

United States

Category

Benefits

Issuing Location

Michigan

*Name

Sia Stark

Issued On

4/13/2015

Number

Issuing Authority

From Date

11/19/2020

Issuing Comments

To Date

11/19/2020

Context Value

Issuing Country

United States

Attachments

Drag files here or click to add attachment

Stark Birth Certificate.jpg (97.22 KB)

By Catelyn Stark on 11/19/2020

Note: The uploaded document is displayed

10. Click the **back arrow** to return to the **Benefits** page

Document Records
Catelyn Stark

Document Records

Search by type, name, or numl

Show Filters

Exclude Payroll Expired

Sort By Last Updated - Descendi

Document Type Birth certification or certificate of live birth	Name Sia Stark	
Category Benefits	Last Updated Date 11/19/2020	

11. Click Pending Actions

Note: The action will remain pending until Benefits receives the documentation and marks the action as complete

End of Procedure

The screenshot shows the user dashboard for Catelyn Stark. At the top, there is a blue header with a circular profile icon containing the initials 'CS'. Below the icon, the name 'Catelyn Stark' is displayed, followed by the instruction 'Review your benefits package and relevant info before you enroll.' and a 'Make Changes' button. The main content area is divided into three white cards with green icons. The first card, 'Pending Actions', is highlighted with a red border and contains the text 'Address your open items to complete enrollment'. The second card, 'Your Benefits', contains the text 'See your current, past, and future enrollments'. The third card, 'Report a Life Event', contains the text 'Record a life event for enrollment opportunities'.

CMHA Benefits Program

Medical

Birth certificate: Sia Stark

BCBSM HDHP 1400/2800 - Double