How to upload Benefit Documentation to UltiPro:

Items you can upload:

1. **Dependent Verification Documents**
2. **401k Hardship Documentation**

Step 1: Login to UltiPro and go to Myself > Employee Documents

Step 2: Click "Add"

Step 3: Choose file, title the document, select the category as "Benefits," and do NOT put in an expiration date. Hit "Save" and then "Submit"