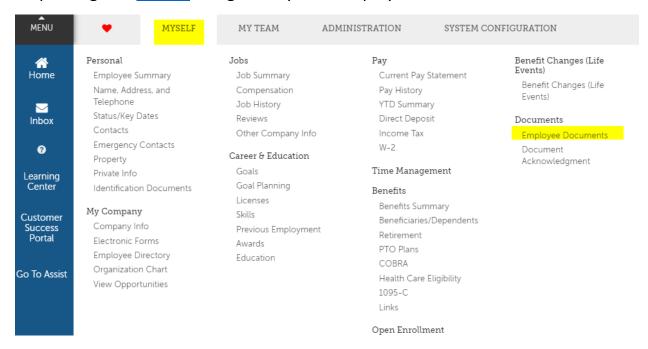
How to upload Benefit Documentation to UltiPro:

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"

Employee Documents



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"

