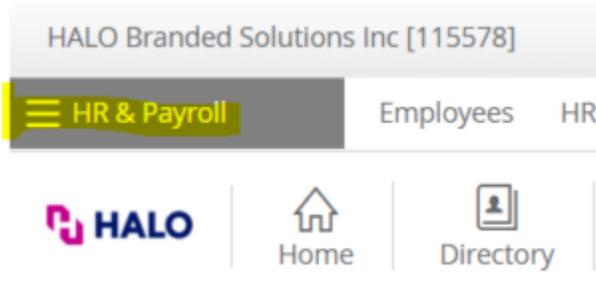


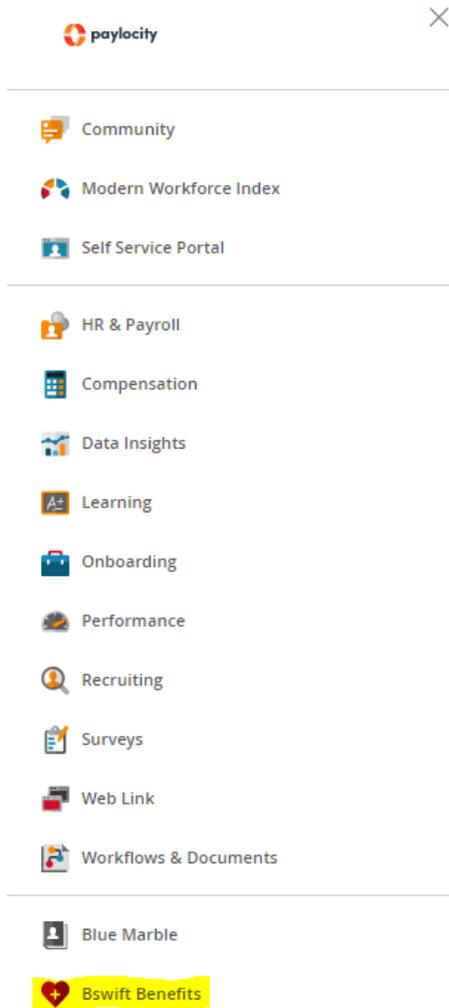
# Upload Documentation to Benefits

Follow the steps below to upload documentation to your Benefits Account.

1. Login to your Paylocity Account – [access.paylocity.com/](https://access.paylocity.com/) (Our company code is 115578)
2. Click the gray menu at the top left labeled **HR & Payroll**



3. Navigate to **Bswift Benefits** (last item in the drop-down)



4. Click **Edit my Profile**

5. Click **Employee File**

6. Click **View and Upload Documents** (under your name)

Name	Relationship	Date of Birth	View and Upload
TESTOE22 FT Executive Non Wellness (FTE6)	Employee	05/01/1990	<a href="#">View and Upload Documents</a>
TEST SPOUSE	Spouse	03/19/1987	<a href="#">View and Upload Documents</a>
TEST CHILD	Child	05/01/2016	<a href="#">View and Upload Documents</a>

Uploaded Documents

Search for Uploaded Documents

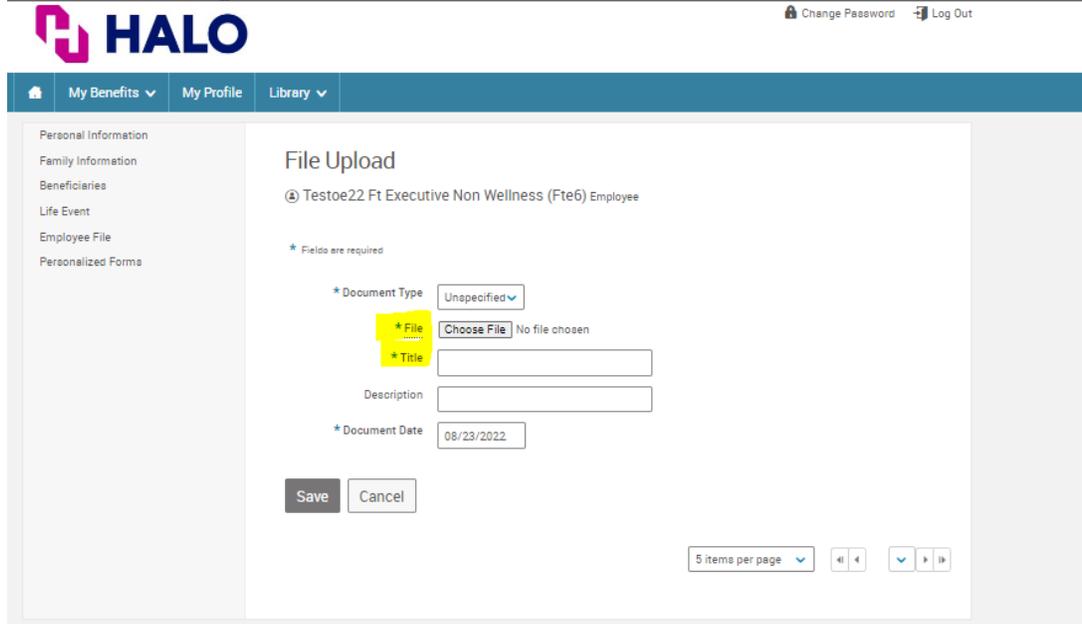
Title

Description

Document Type

Specified search criteria returned no results

7. Follow the prompts to upload the document. You will need to provide a name for the document before moving forward.



The screenshot shows the HALO user interface for a file upload. At the top, there is a navigation bar with the HALO logo and links for 'Change Password' and 'Log Out'. Below this is a secondary navigation bar with 'My Benefits', 'My Profile', and 'Library'. A left sidebar lists menu items: 'Personal Information', 'Family Information', 'Beneficiaries', 'Life Event', 'Employee File', and 'Personalized Forms'. The main content area is titled 'File Upload' and shows the user 'Testoe22 Ft Executive Non Wellness (Fte6) Employee'. It contains several required fields: 'Document Type' (set to 'Unspecified'), 'File' (with a 'Choose File' button and 'No file chosen' text), 'Title' (an empty text box), 'Description' (an empty text box), and 'Document Date' (set to '08/23/2022'). There are 'Save' and 'Cancel' buttons at the bottom left. At the bottom right, there is a pagination control showing '5 items per page' and navigation arrows.