

Uploading Documents into MyBenefits Portal

Begin by scanning the required documents into your computer.

Log into VandalWeb



University of Idaho

Sign in with your University of Idaho account

Password	



Forgot your password? Image provided by University of Idaho Library Digital Collections

Select myBenefits



Employee Main Menu





From the myBenefits portal, click on the View/Upload Required Documents box from the main screen.



Select Upload Required Documents



Complete the steps indicated to upload the required documentation

Upload documents

This page lists the documents that you are required to submit related to enrolment changes that you recently submitted.

If a document is required more than once, it will appear in the list as many times as it is required. You must upload it as many times as it appears in the list.

For each required document, you can upload a file a maximum of five times.

- · Click Upload to attach a document.
- · Click View or a document name to view the document.
- · Click Replace to attach a new version of a document you have already submitted.
- Click Remove to remove a document submitted in error and re-set it to "Not received". Note: If there is more than one version of a document uploaded, this will remove all of them.