Uploading Documents into MyBenefits Portal

Begin by scanning the required documents into your computer.

Log into VandalWeb

Select myBenefits

Employee Main Menu

- myBenefits
- Payroll
- Electronic Personnel Action Form (EPAF)
- Employee Information
- Financial Tasks
- UI Administrative Tasks
- Finance Query for Non-Banner Users
- Purchasing Service Contract
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 enrollment 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.