

## 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

Sign in

[Forgot your password?](#)

Image provided by University of Idaho Library Digital Collections

### Select myBenefits

[Personal Information](#) [Employees](#) [Advancement](#) [Sponsored Programs](#)

Search

#### Employee Main Menu

**myBenefits**

[Links to the myBenefits enrollment site.](#)

[Payroll](#)

[Electronic Personnel Action Form \(EPAF\)](#)

[Employee Information](#)

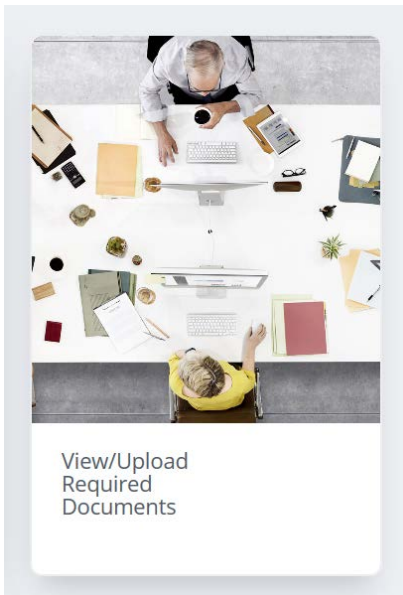
[Financial Tasks](#)

[UI Administrative Tasks](#)

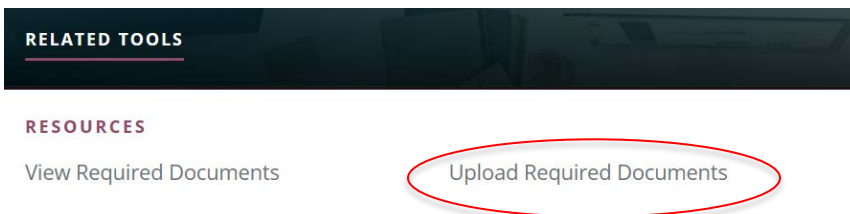
[Finance Query for Non-Banner Users](#)

[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**

