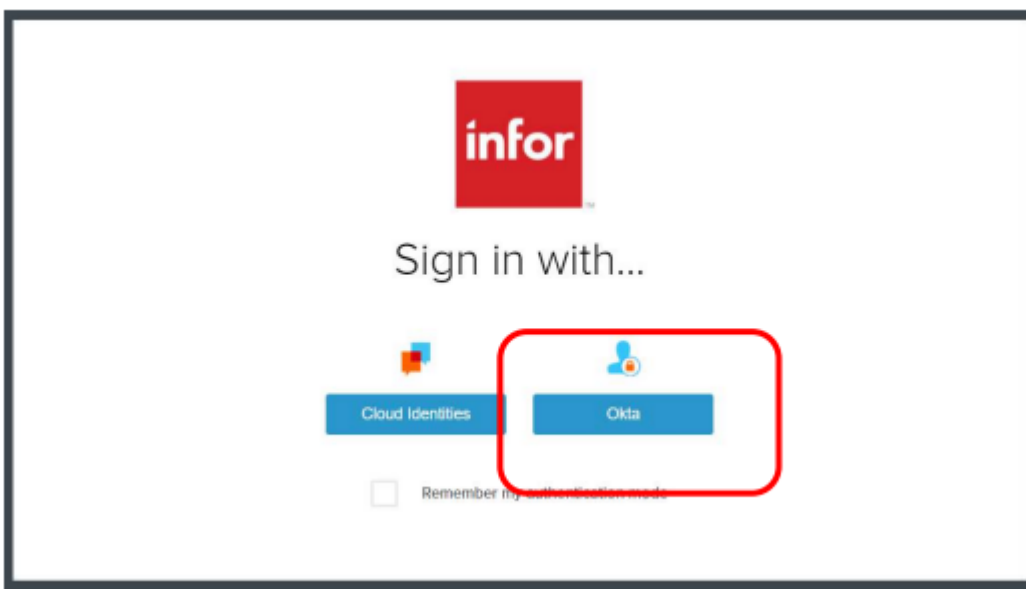


How to upload your Dependent & Spouse Mandate verification in Global HR

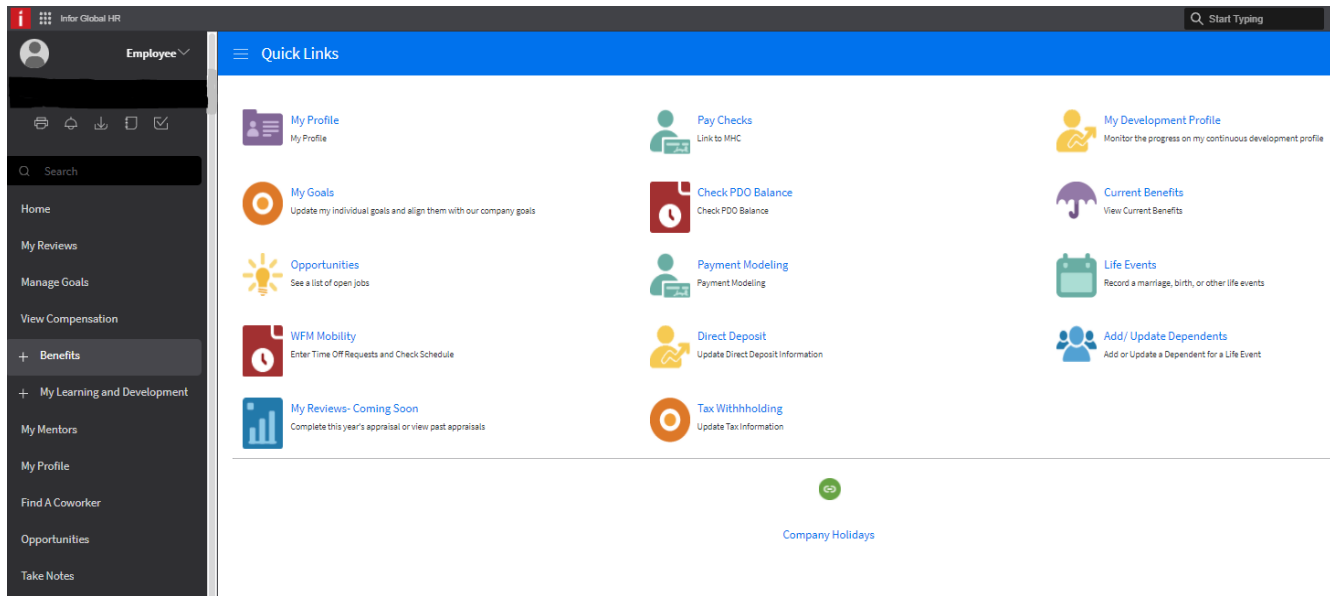
Please note- For more information on dependent verification or the spouse mandate can be found at NovantHealth.org/benefits. These requirements only pertain to Novant Health medical plans and not to other types of coverage, such as dental or vision.

***You will need to log into Infor Global HR. You can access this through the link on the NHRMC facility I-Connect page.**

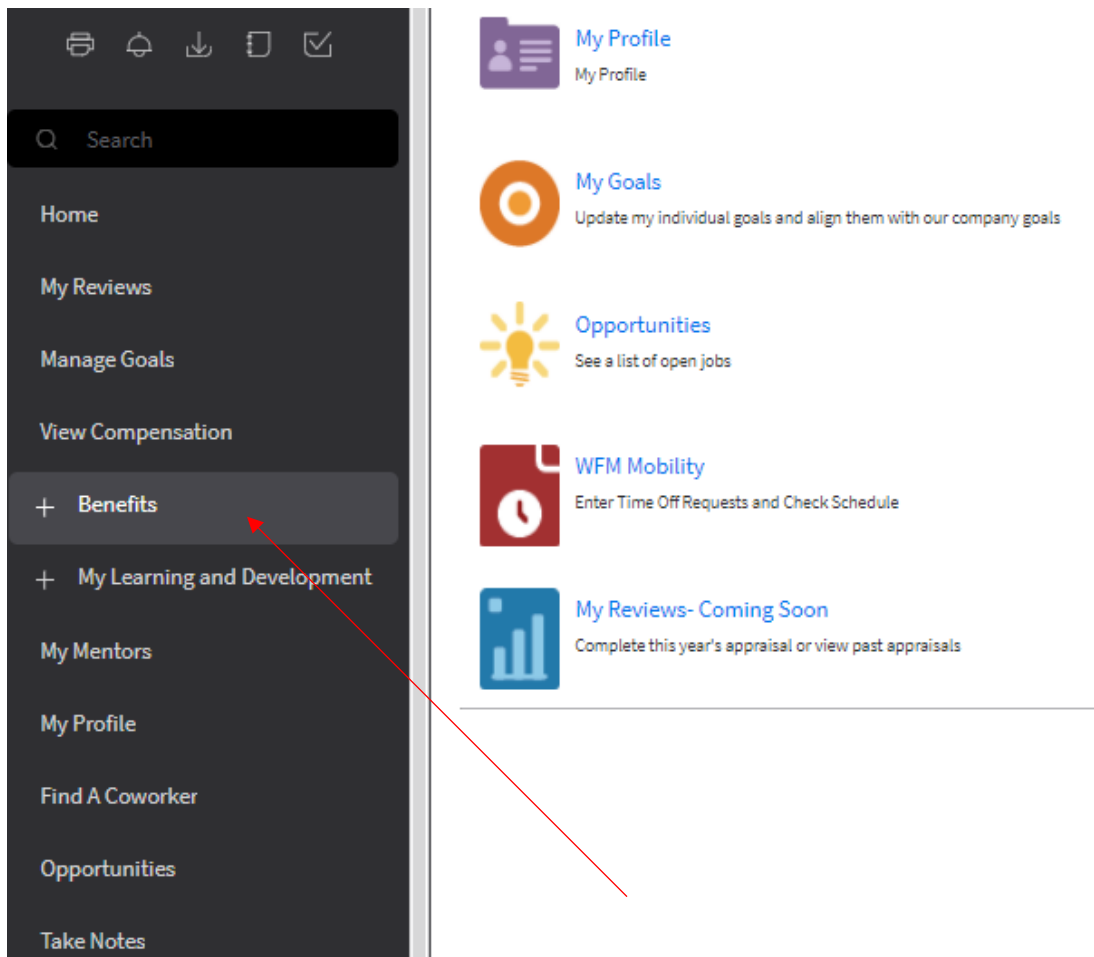
***Once clicking the Infor Global HR icon, you will be prompted to sign in. Choose Okta.**



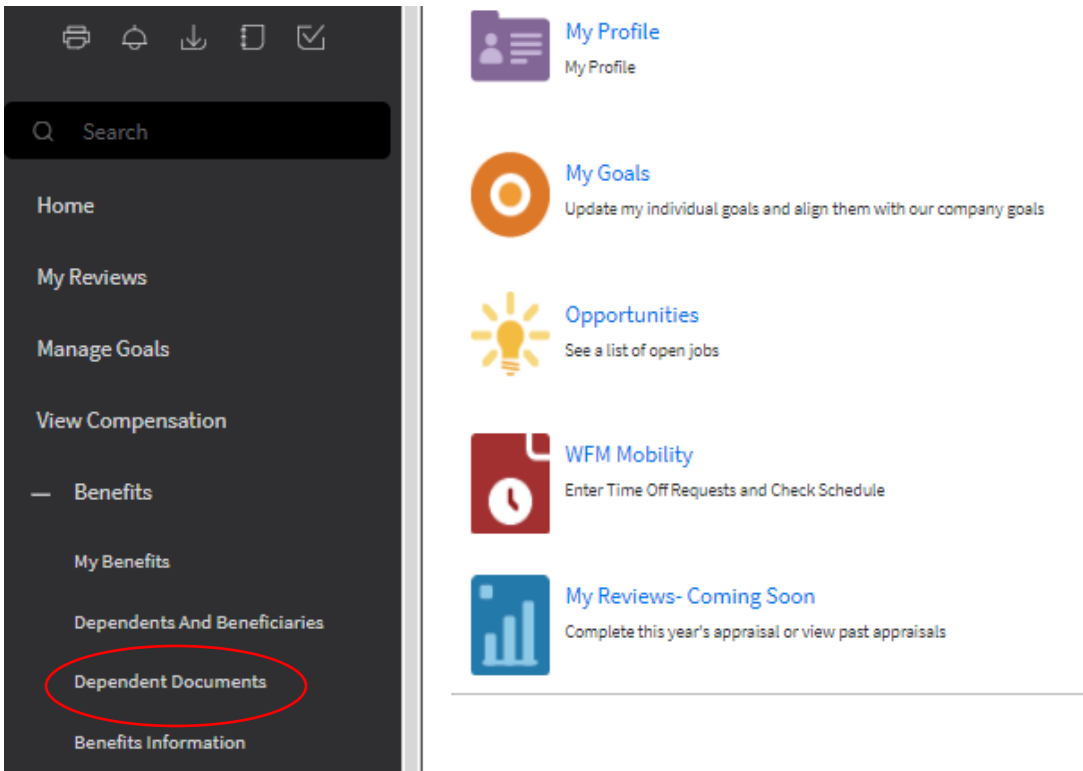
*Global HR will now open to your Employee Space Home Page



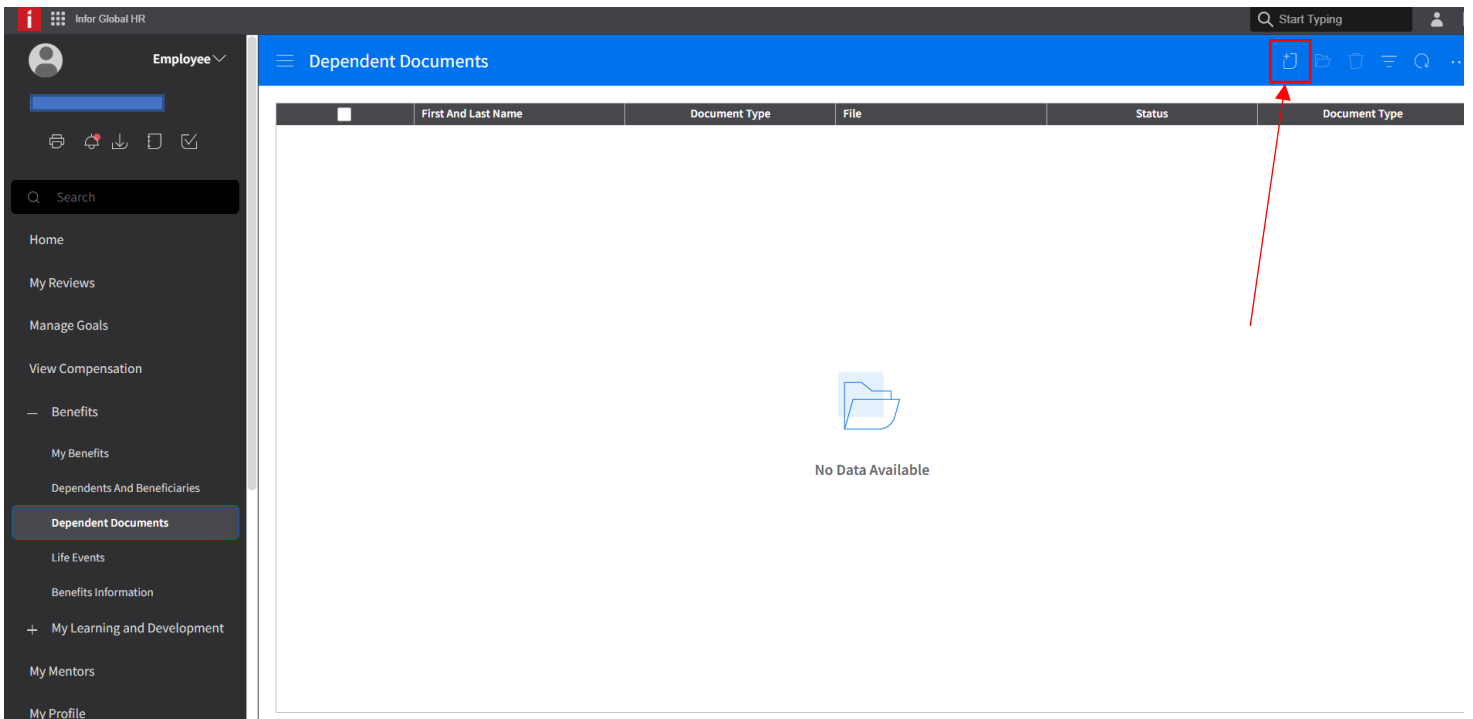
*Use the menu on the side panel to select the Benefits option



***Choose the Dependent Documents option**



***Once Dependent Document option is open, click the CREATE icon in the top right corner of the blue bar.**



***This screen you will click on the dependent magnifying glass and all your dependents will be listed.**

The screenshot shows the 'Add Dependent Document' interface. On the left is a navigation sidebar with 'Dependent Documents' selected. The main form has a blue header. Below the header, there are input fields for 'Dependent' (with a magnifying glass icon highlighted by a red box and arrow), 'First And Last Name', and 'Document Type'. A 'Comments' text area is located below these fields.

***Your Dependents will be listed**

The screenshot shows a table titled 'Dependent Documents'. It has four columns: a checkbox, 'First And Last Name', 'Document Type', and 'File'. One row is visible with the name 'SYDNEY' and 'Dependent Verification' as the document type.

<input type="checkbox"/>	First And Last Name	Document Type	File
<input type="checkbox"/>	SYDNEY	Dependent Verification	

***Select the Dependent you are uploading documents for and click Ok to add them**

Select 'Dependent'

Dependents And Beneficiaries

Save Create Delete ...

The screenshot shows a table titled 'Dependents And Beneficiaries'. It has columns for 'Dependent' (ID), 'Name', 'Relationship', 'Date', 'Benefit Enrollment' (Eligible, Enrolled), and 'Designated Beneficiary'. Two rows are visible: one for SYDNEY (Child, 11/16/2003) and one for CHARLES (Spouse, 11/25/1957). A red arrow points to the 'Dependent' ID field of the SYDNEY row.

<input type="checkbox"/>	Dependent	Name	Relationship	Date	Benefit Enrollment	Designated Beneficiary	
<input type="checkbox"/>	2	SYDNEY	Child	11/16/2003	Confirmed	Yes	Yes
<input type="checkbox"/>	3	CHARLES	Spouse	11/25/1957	Confirmed	Yes	Yes

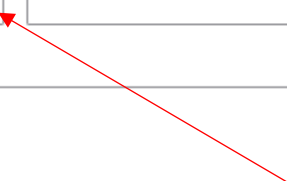
***Click the Browse file option to locate the pdf copy of your dependent verification document in your saved files**

≡ Add Dependent Document

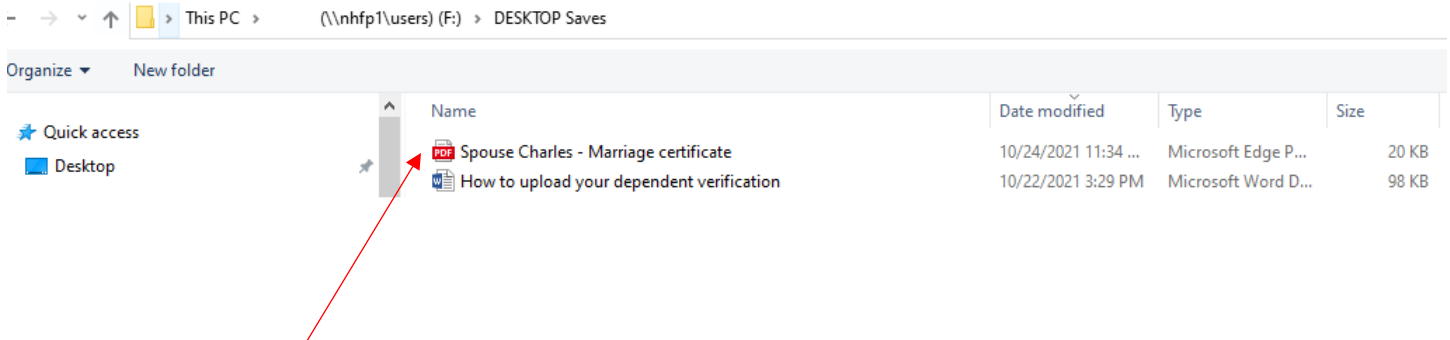
Dependent: 3 | First And Last Name: CHARLES

Document Type: [Empty]

Comments: [Empty]



***Locate your document and double click to upload**



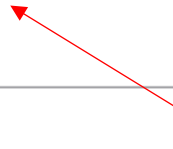
***Click on the drop down “Document Type” to choose the type of verification you are providing – Dependent or Spouse Non-Covered Verification**

≡ Add Dependent Document

Dependent: 3 | First And Last Name: CHARLES

Document Type: Spouse Charles - Marriage certificat... | Dependent Verification

Comments: [Empty]



***Select the type of document you are attaching**

≡ Add Dependent Document

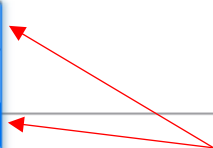
Dependent:

First And Last Name:

Document Type:

Spouse Charles - Marriage certificat...

Comments:





***Once you hit Save your document will upload and be listed**

≡ Add Dependent Document

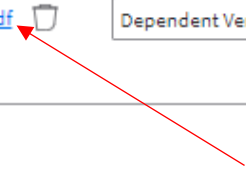
Dependent:

First And Last Name:

Document Type:

[Spouse Charles - Marriage certificate.pdf](#)

Comments:



***If you make an error you can delete the upload and re-load. You can also list comments pertaining to the document(s) you provided**

≡ Add Dependent Document

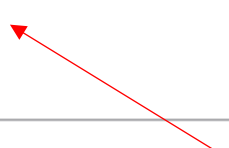
Dependent:

First And Last Name:

Document Type:

[Spouse Charles - Marriage certificate.pdf](#)

Comments:



**Once you have added all of your dependents, you are done. When you log into GHR-> Benefits-> Dependent Documents, if you see your documents listed that means you have uploaded them correctly. There is a status column and once your documents have been reviewed, the status will change. You will be contacted if you need additional information.*