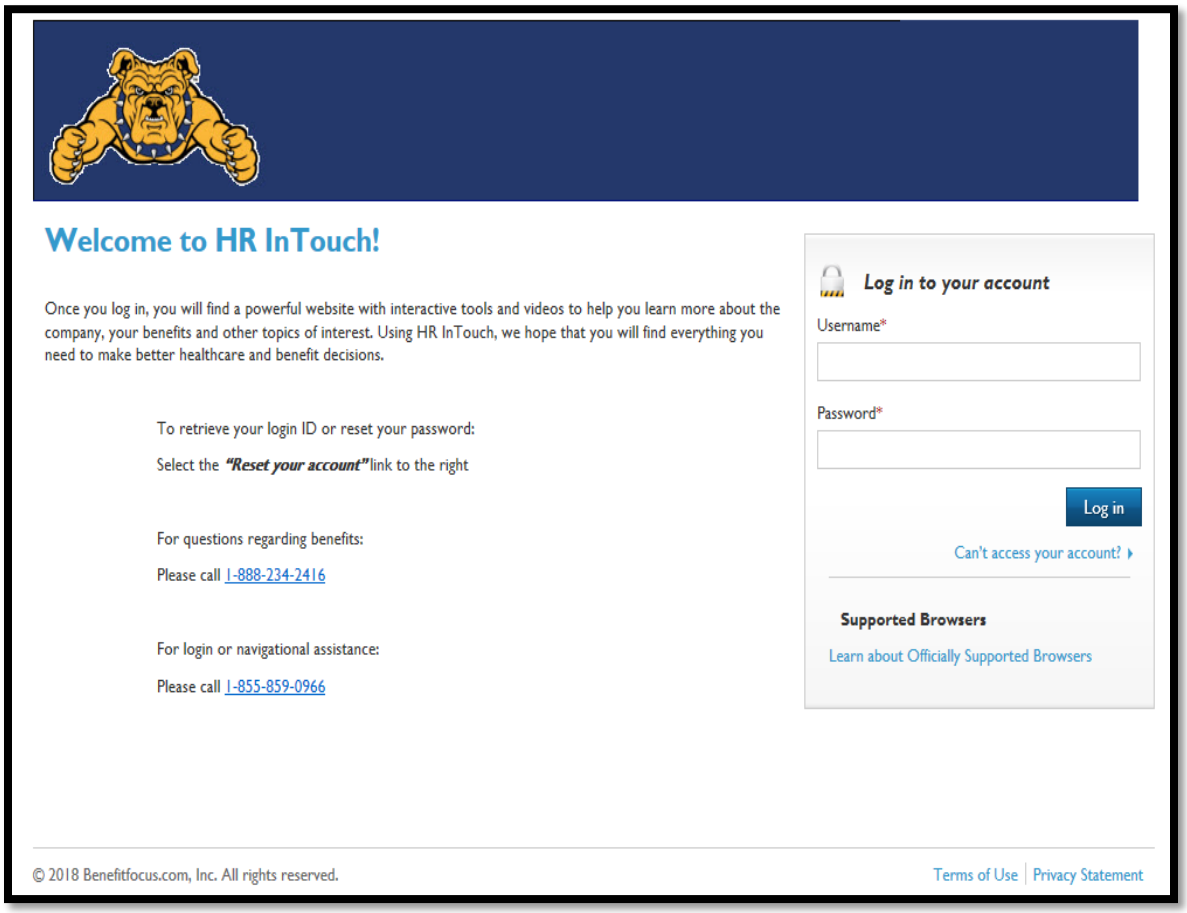
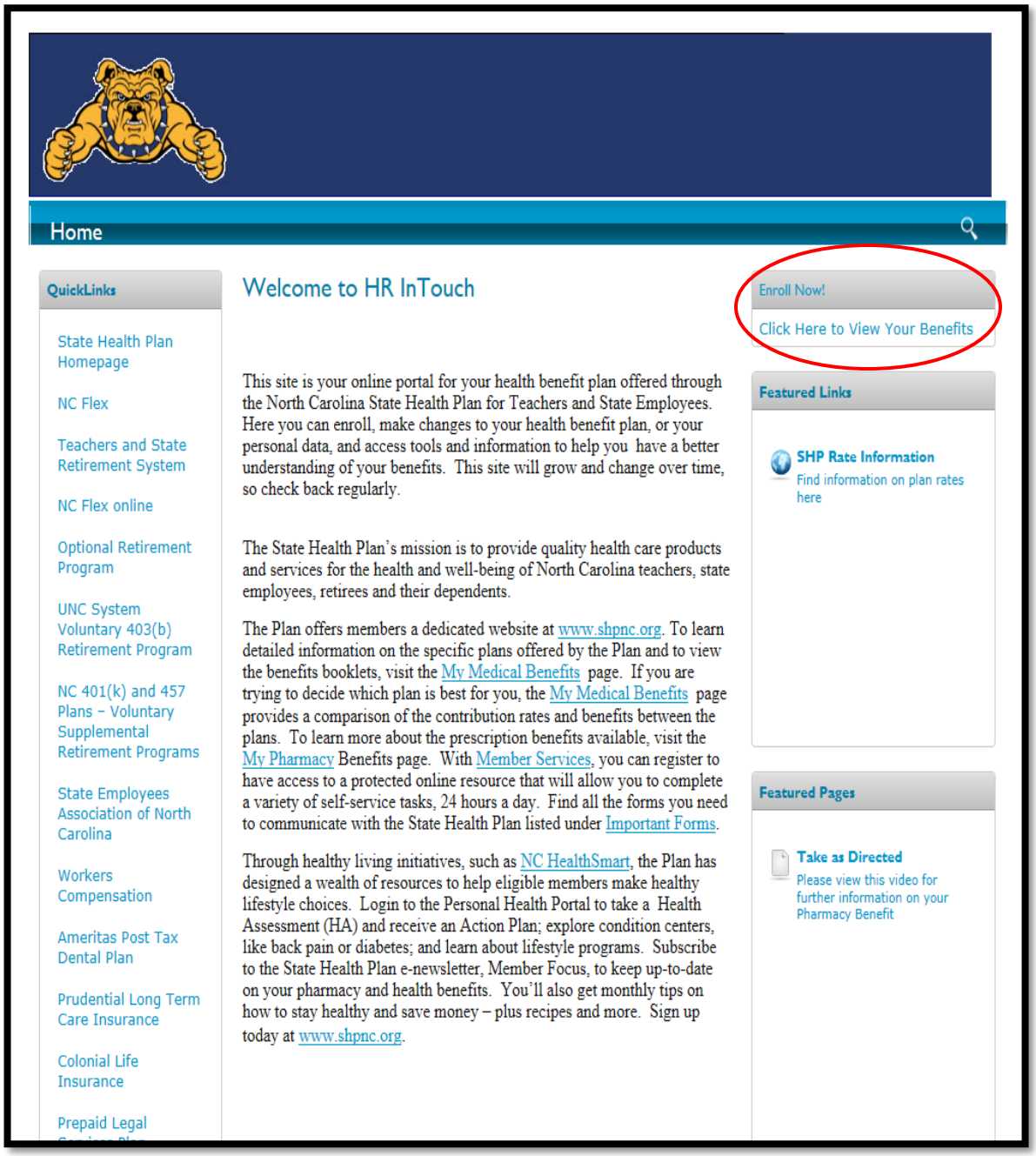
ADDING DOCUMENTATION TO eBENEFITS

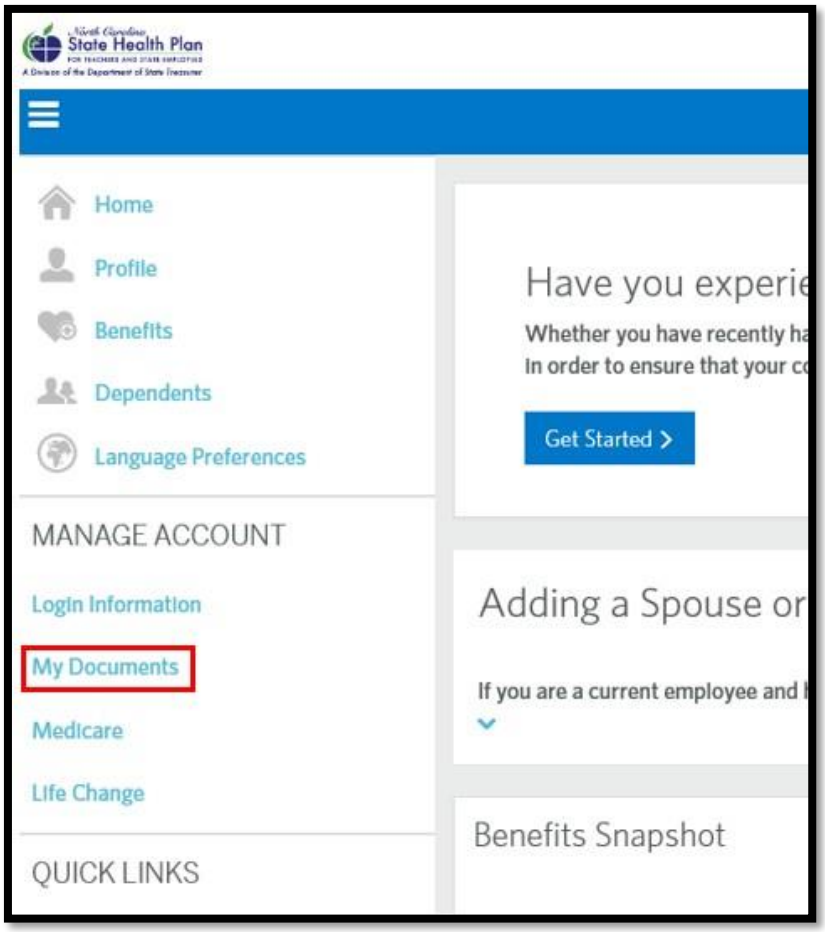
- Go to https://ncat.hrintouch.com
- Log in with your username and password



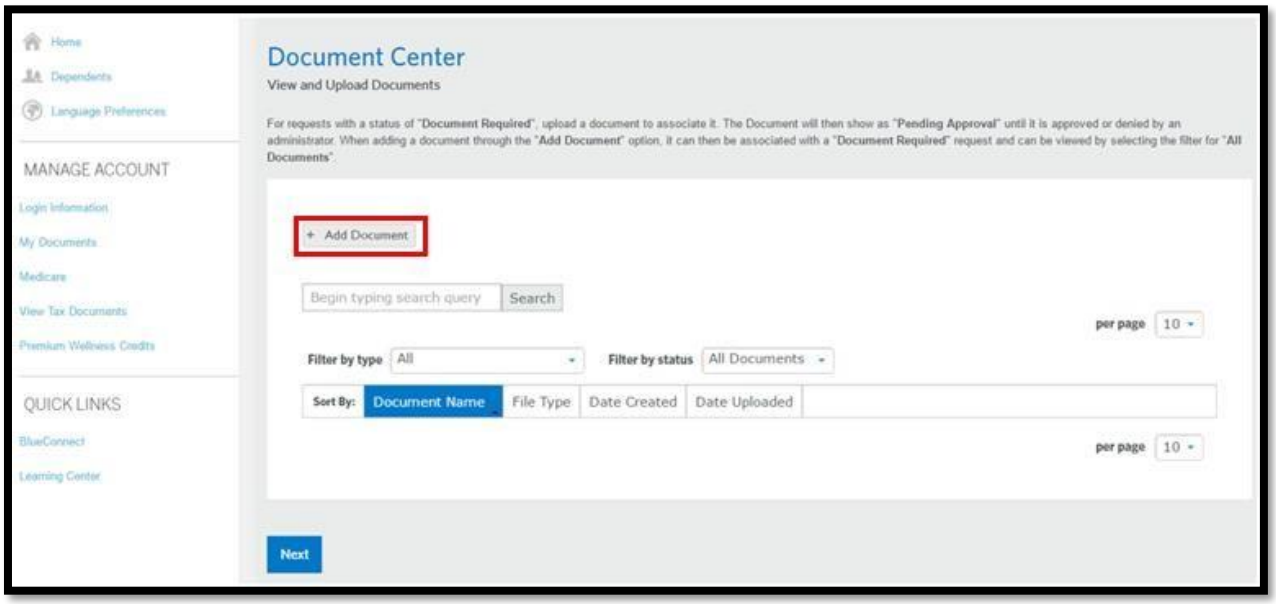
- Use the link ‘Click Here to View Your Benefits’ to enter eEnroll



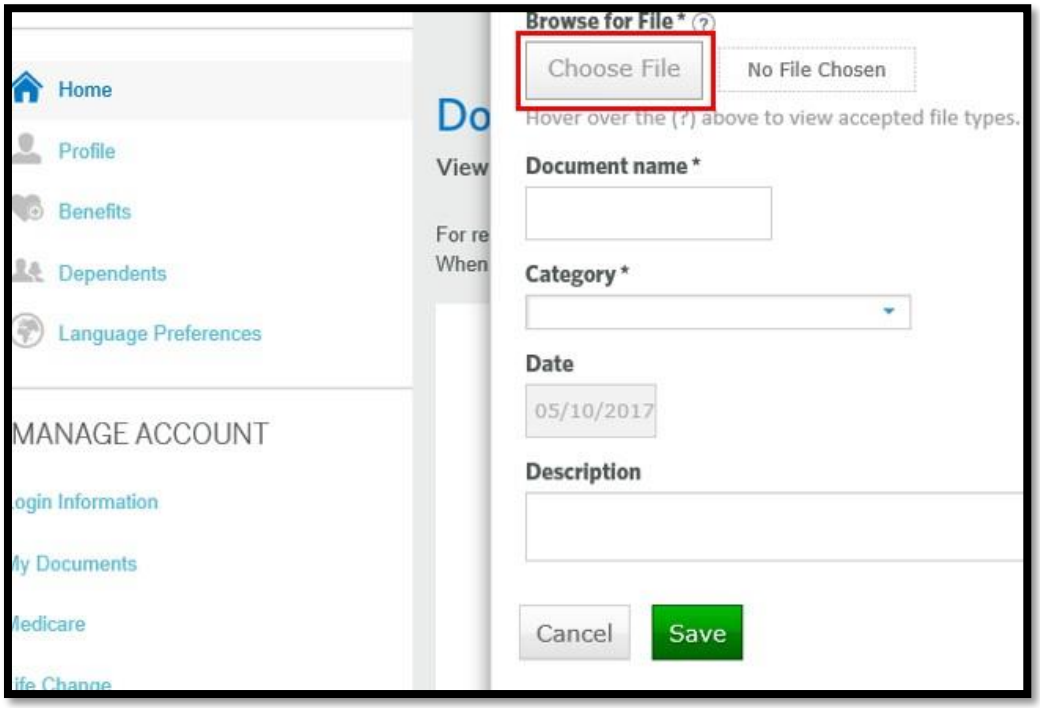
- Click on **My Documents** (left-hand side of the webpage under **Manage Account**)

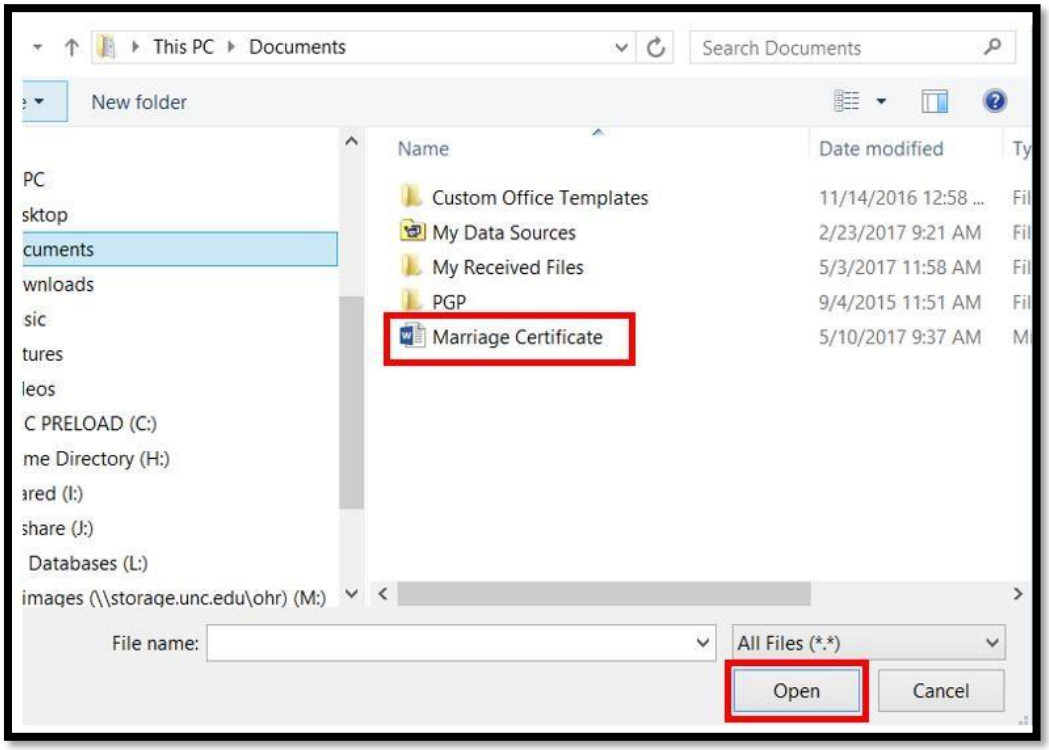


- Click on button to **+ Add Document**

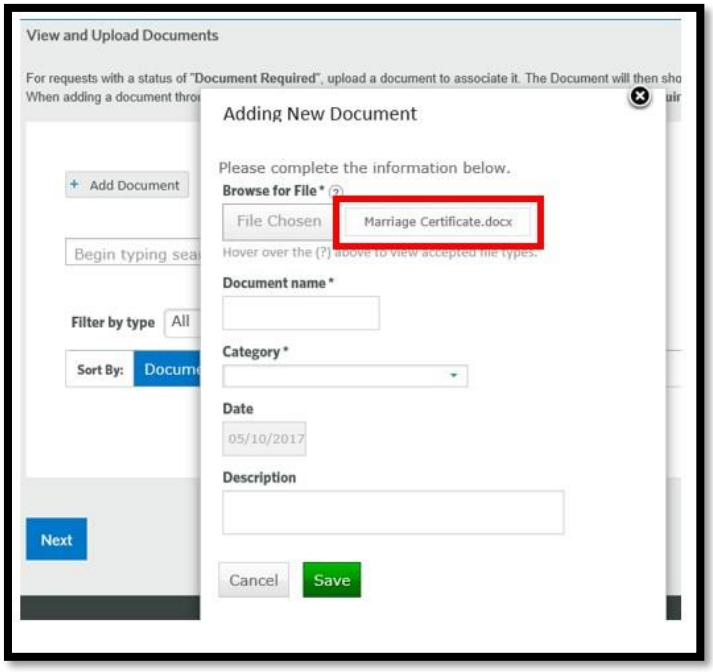


- Under Browse for File, select Choose File and load a file from your PC

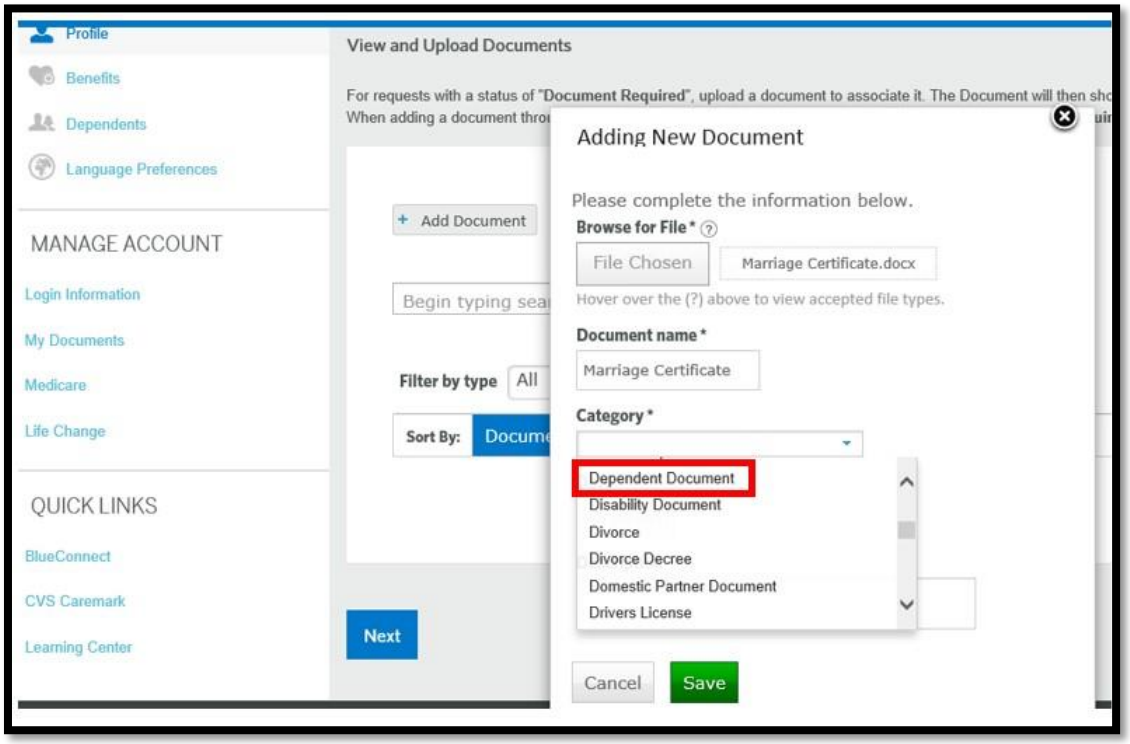




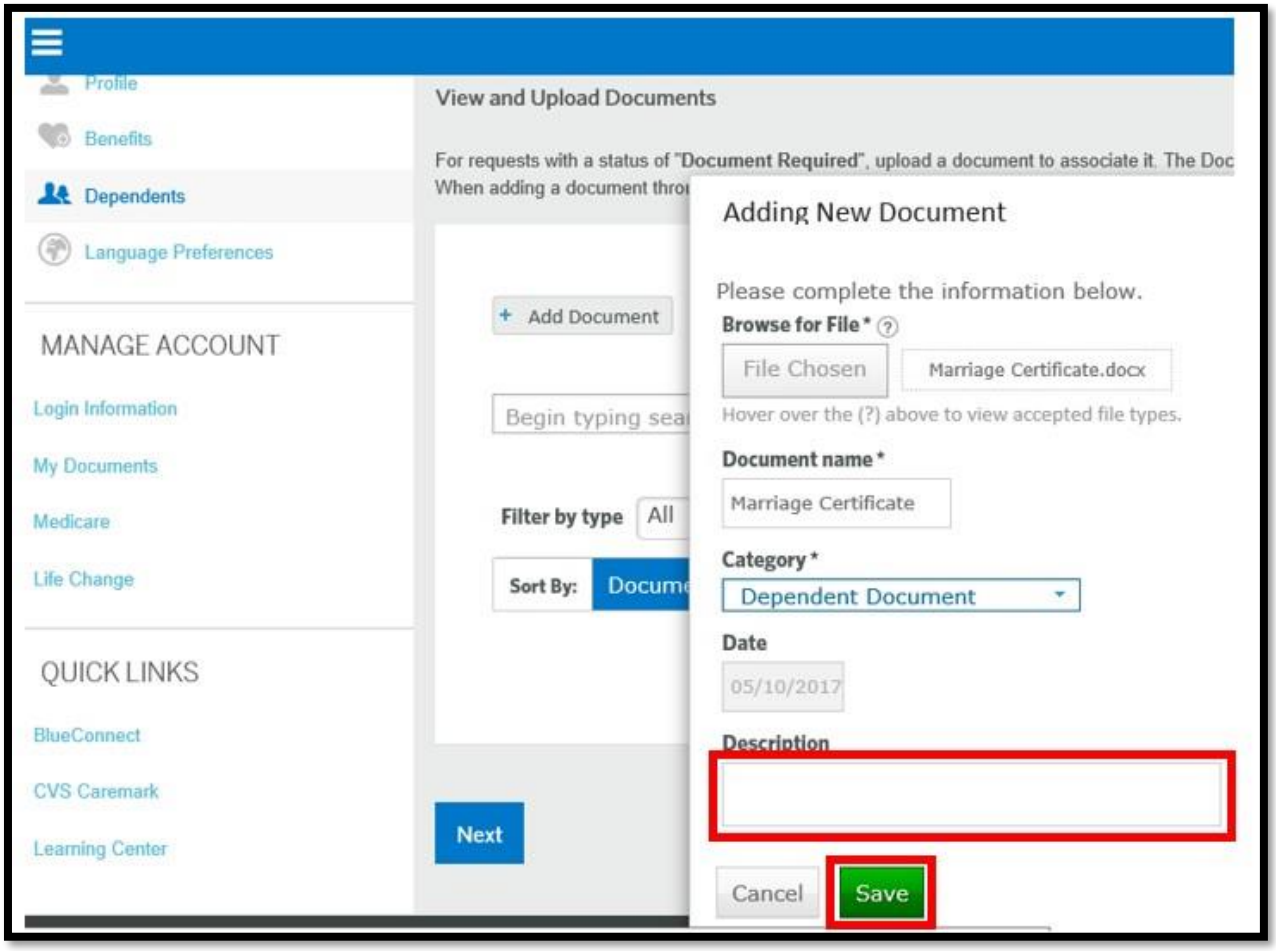
- When the document loads the file name will appear, indicating the file was accepted



- Add Document Name (i.e. copy of marriage certificate)
- Click on the drop-down list under Category* and select ‘Dependent Document



- Enter brief description and hit the save button.


Profile
Benefits
Dependents
Language Preferences
MANAGE ACCOUNT
Login Information
My Documents
Medicare
Life Change
QUICK LINKS
BlueConnect
CVS Caremark
Learning Center
View and Upload Documents
For requests with a status of "Document Required", upload a document to associate it. The Doc
When adding a document thro
+ Add Document
Begin typing sea
Filter by type
All
Sort By:
Docume
Next
Adding New Document
Please complete the information below.
Browse for File *
File Chosen
Marriage Certificate.docx
Hover over the (?) above to view accepted file types.
Document name *
Marriage Certificate
Category *
Dependent Document
Date
05/10/2017
Description
Cancel
Save