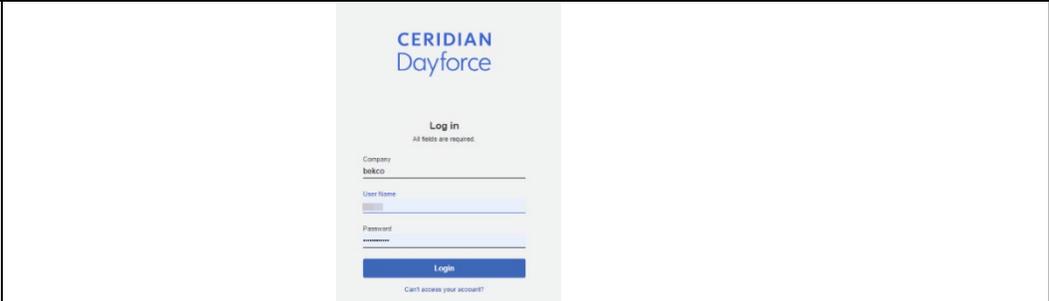


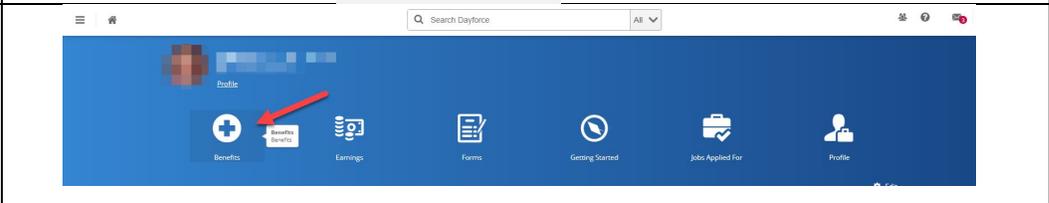


To Upload Dependent Verification Documents in Dayforce

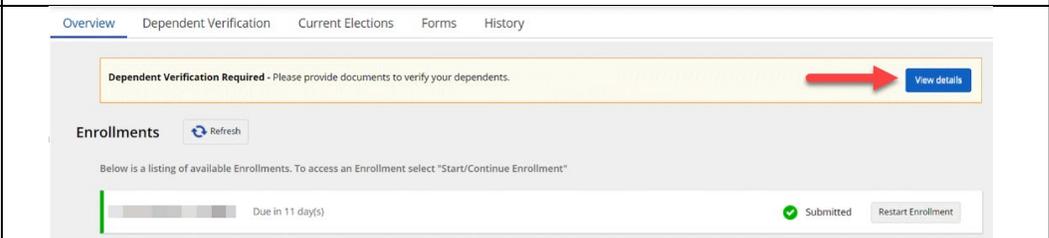
Login to [Dayforce](#)



Click on **Benefits** in Dayforce



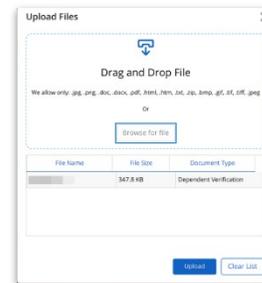
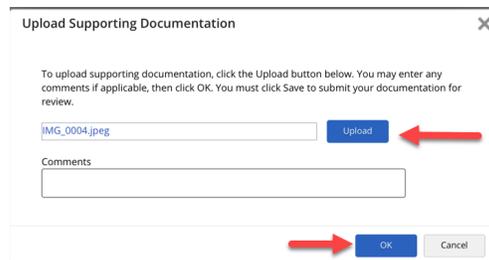
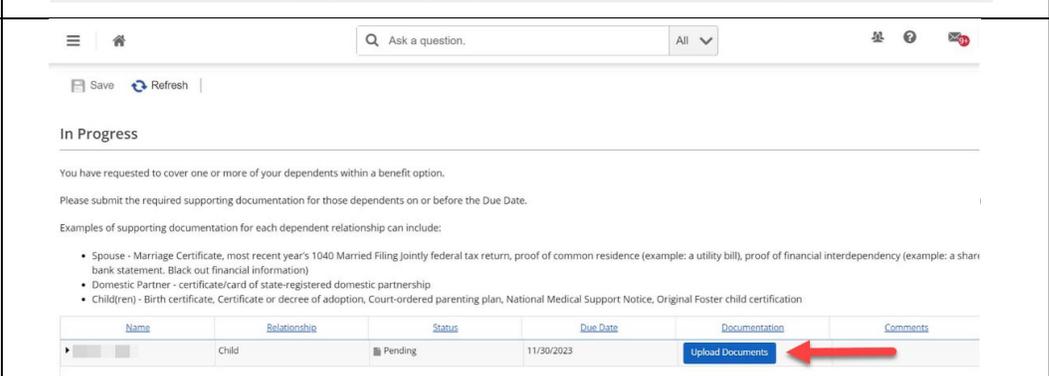
Click **View Details**



Click on **Upload Documents** a window will pop up, click **Upload**, upload your document, then click **OK**.

You can find a list of acceptable documents for dependent verification [here](#).

Acceptable file extensions:
 .jpg, .jpeg, .png, .doc, .docx, .pdf, .html, .htm, .txt, .zip, .bmp, .gif, .tif, .tiff



To view the status of your Dependent Verification

. Click on [Dependent Verification](#) in the Benefits section of Dayforce.

There are two sections:

In Progress – this means not fully approved.

Completed – this means reviewed and approved or denied.

The screenshot shows the Dayforce interface for viewing dependent verification status. At the top, there is a search bar labeled 'Search Dayforce' and a dropdown menu set to 'All'. Below this, the 'In Progress' section is titled and contains the following text:

You have requested to cover one or more of your dependents within a benefit option.
Please submit the required supporting documentation for those dependents on or before the Due Date.
Examples of supporting documentation for each dependent relationship can include:

- Spouse - Marriage Certificate, most recent year's 1040 Married Filing Jointly federal tax return, proof of common residence (example: a utility bill), proof of financial interdependency (example: a shared bank statement. Black out financial information)
- Domestic Partner - certificate/card of state-registered domestic partnership
- Child(ren) - Birth certificate, Certificate or decree of adoption, Court-ordered parenting plan, National Medical Support Notice, Original Foster child certification

Below the text is a table with the following data:

Name	Relationship	Status	Due Date	Documentation	Comments
[Redacted]	Wife	Under Review	11/30/2023	[Redacted]	

The 'Completed' section is titled and contains the following text:

The following dependents have completed the dependent verification process.

Below this text is a table with the following data:

Name	Relationship	Status
[Redacted]	Child	Approved
[Redacted]	Child	Approved
[Redacted]	Child	Approved