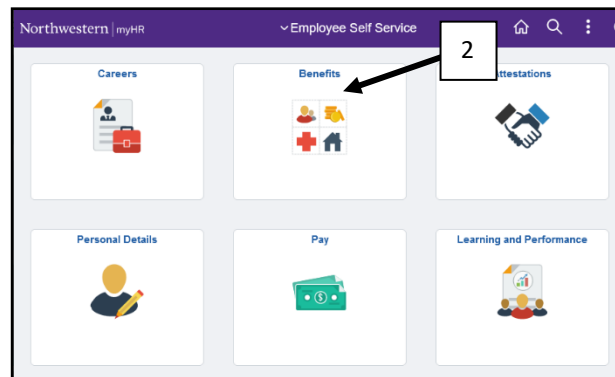


## Benefits Enrollment Instructions

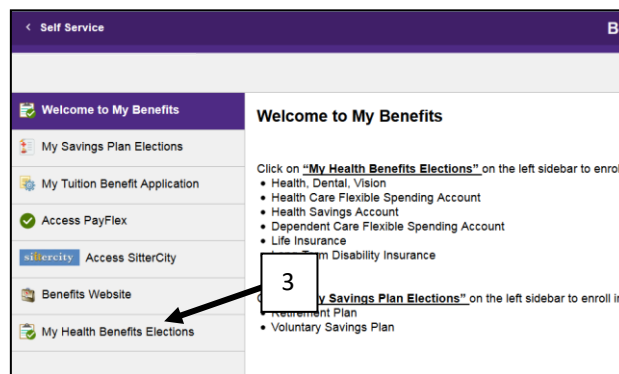
# Uploading supporting documentation...

### Accessing Benefits Enrollment Portal

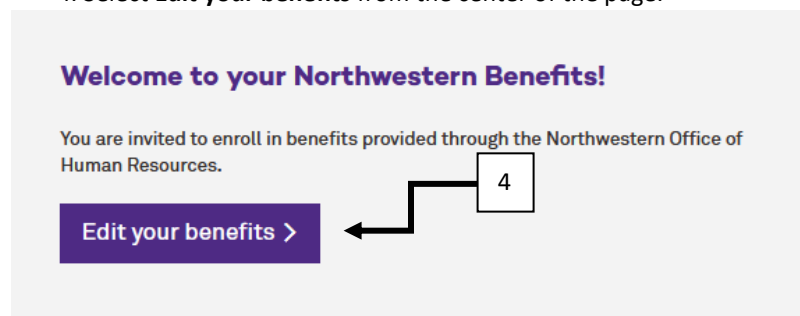
1. Login to myHR at <http://www.northwestern.edu/myhr/>.
2. Select the **Benefits** tile in myHR Self Service.



3. Select **My Health Benefits Elections** from the left-hand menu.



4. Select **Edit your benefits** from the center of the page.

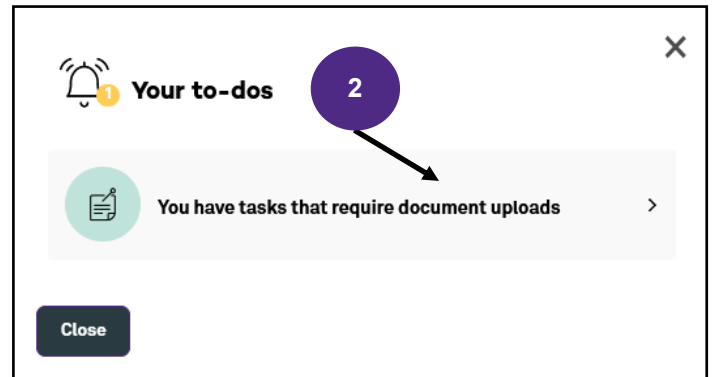
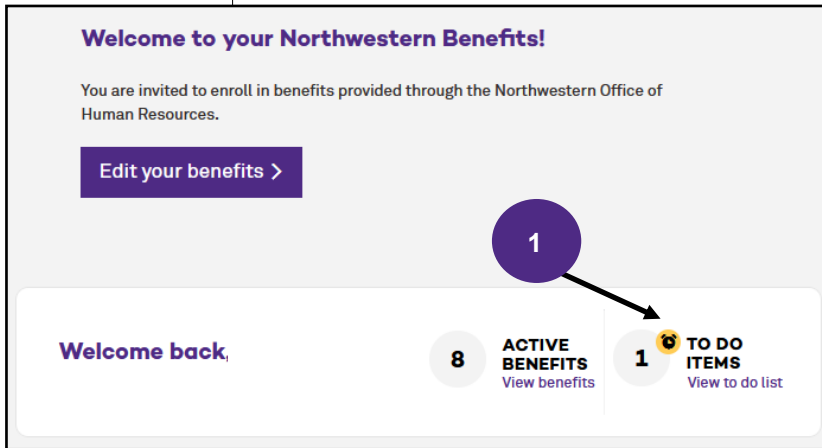


**NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.**

## Uploading Documentation

1. Select **To Do Items** from the left-hand menu.

2. Then select the task.



3. Select **Add document**



4. Finally, type the name of the document, select the type from the drop down menu and select Save Document.

