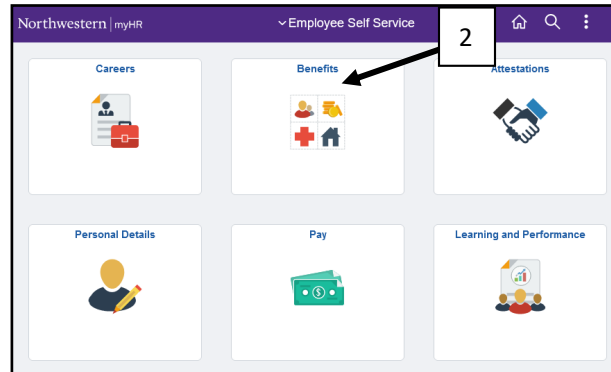


Accessing Benefits Enrollment Portal

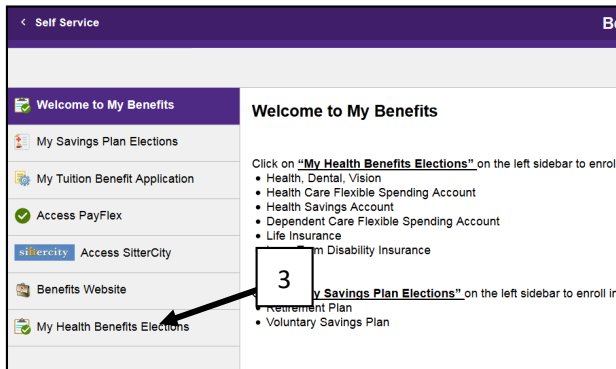
NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.

1. Login to myHR at <http://www.northwestern.edu/myhr/>.

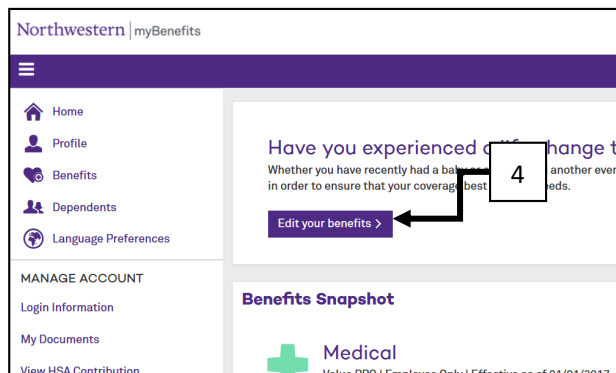
2. Select the **Benefits** tile in myHR Self Service.



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



4. Select **Get Started** from the center of the page.

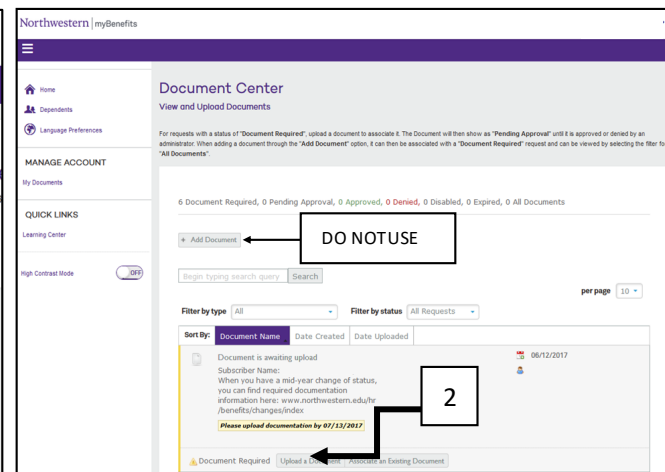
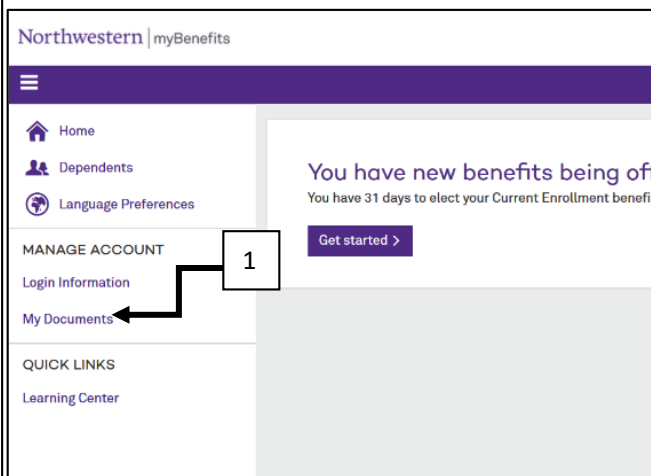


Uploading Documentation

Proof of Dependency documents must be uploaded into the system before benefits will be effective.

1. Select **My Documents** from the left-hand menu.

2. Then select **Upload a Documents** in the section of the page associated with dependent. If uploading multiple documents for the same person (e.g. marriage certificate and taxes), please put them in the same PDF.



3. Complete the upload by:

- Choose **File** and upload document;
- Name the document;
- Select the most appropriate **Category**;
- Enter any notes to share with HR Benefits;
- Select **Save**.

Please complete the information

Browse for File (*)

Choose File No File Chosen

Hover over the (f) above to view accepted file types

Document name *

Associate Document With *

Search

Category *

Date

Description

Notes (ad hoc information; this will only be displayed to HR Admins)

Cancel Save

Category *

- Adoption/Legal Guardianship Papers
- Birth Certificate
- Common Law Marriage Certificate
- Court Order Acknowledgement