Benefits—Uploading A Document into Bear Trax

Introduction
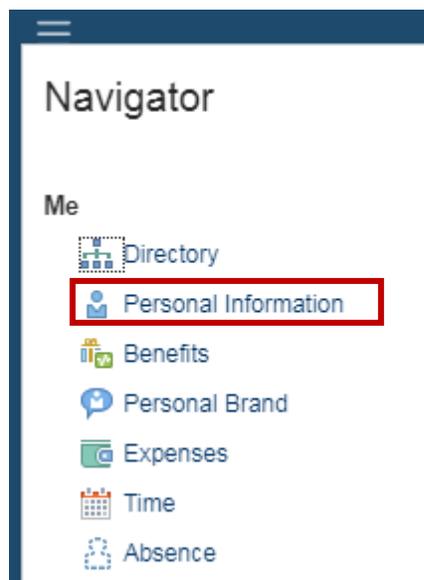
The purpose of this task is:

    a. To upload a document into Bear Trax.
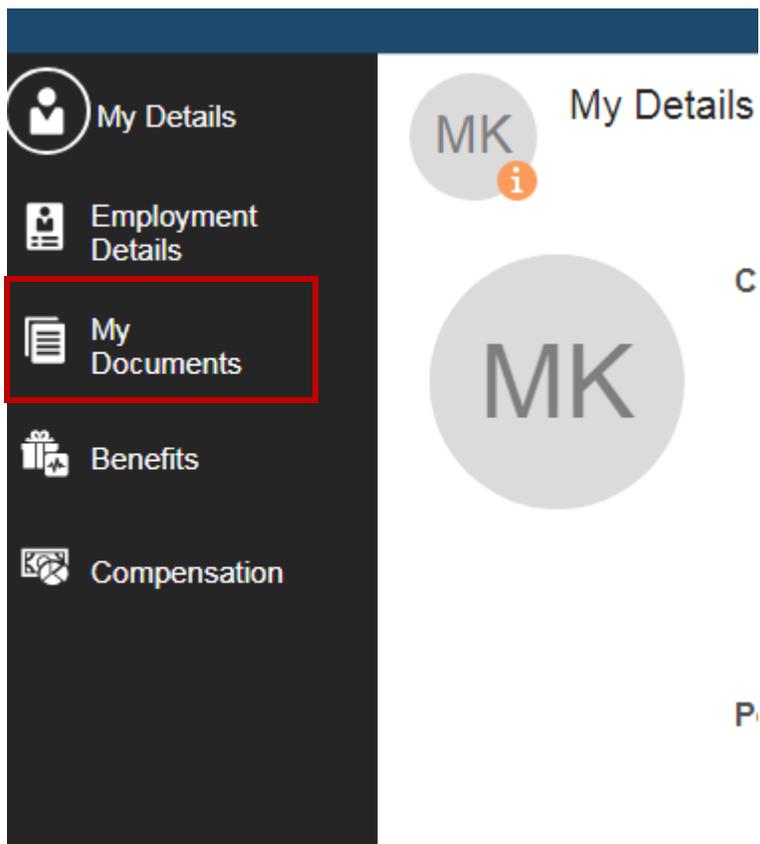   b. We recommend using Firefox or Internet Explorer as your browser.

Go to the Home Screen by clicking the [⌂] icon.
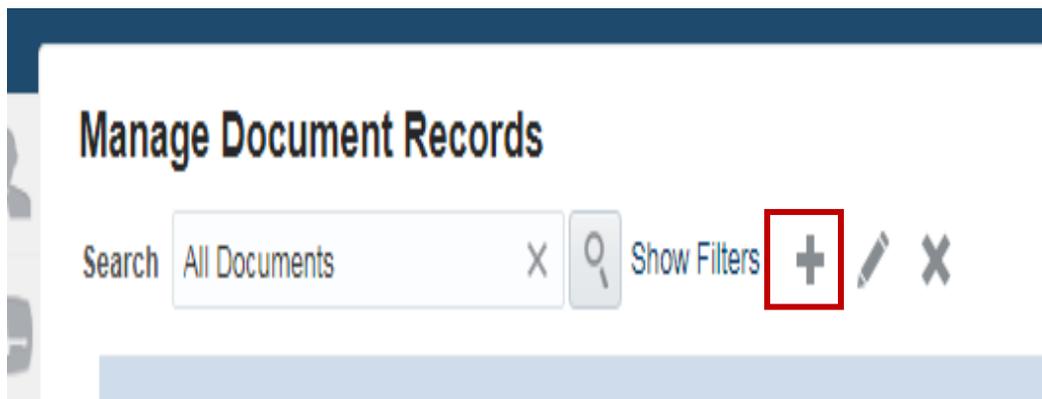
Click the [≡] Icon.

Under "Me," click "Personal Information." This will take you "My Details."
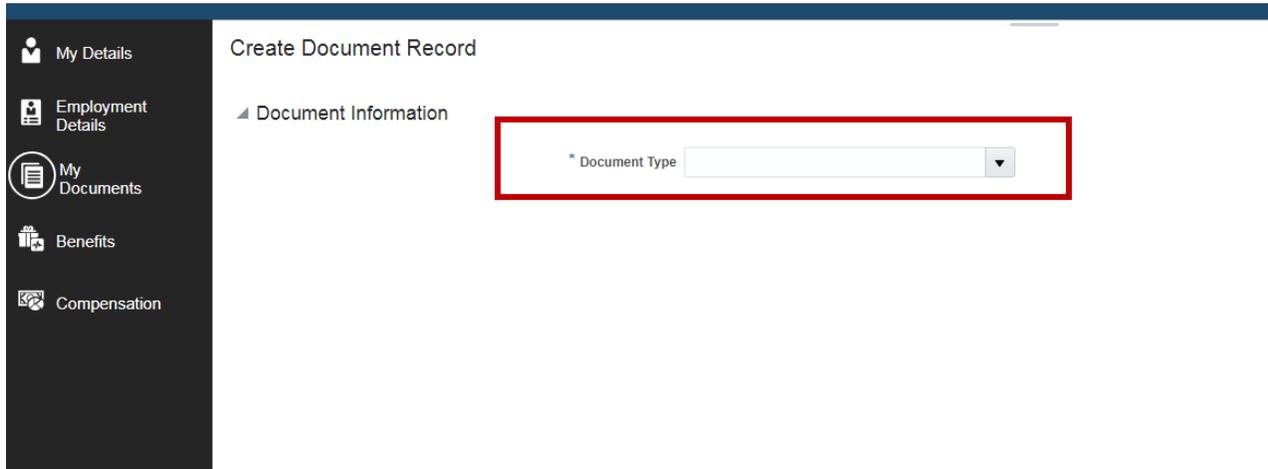

Click on the piece of paper labeled "My Documents."
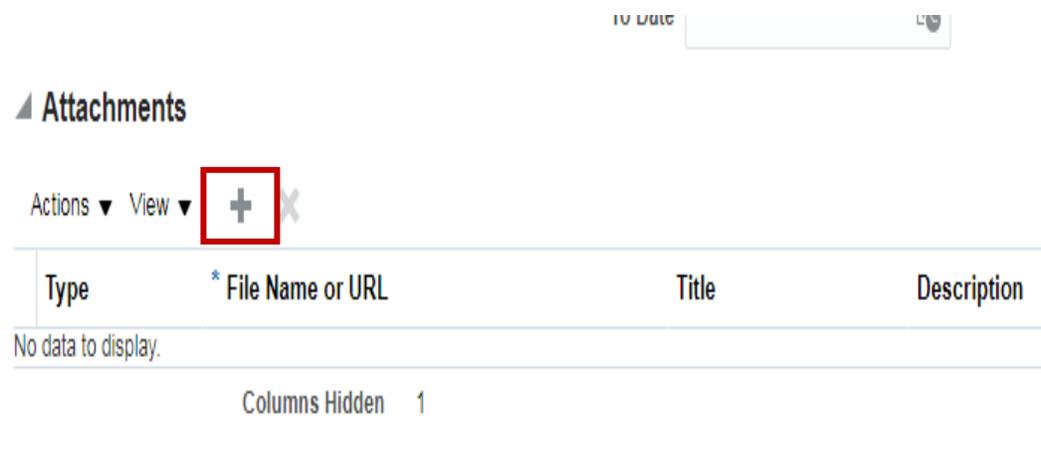
Click on the "+" to add a document.

Select "Document Type."

    a. You can type "other health coverage" into the document type box.

My Details

Employment Details

My Documents

Benefits

Compensation

Create Document Record

▲ Document Information

* Document Type

Click the "+" sign under Attachments to add your document.

To Date

▲ Attachments

Actions ▼ View ▼ + ✕

Type	* File Name or URL	Title	Description

No data to display.

Columns Hidden   1

Click "Choose File" or "Browse" to upload your document.

Once you have successfully uploaded your document, you will see your document's file name. Please ensure your document has a title if it did not automatically populate.

To complete the process of uploading a document, you must click "submit" located in the top, right hand corner.
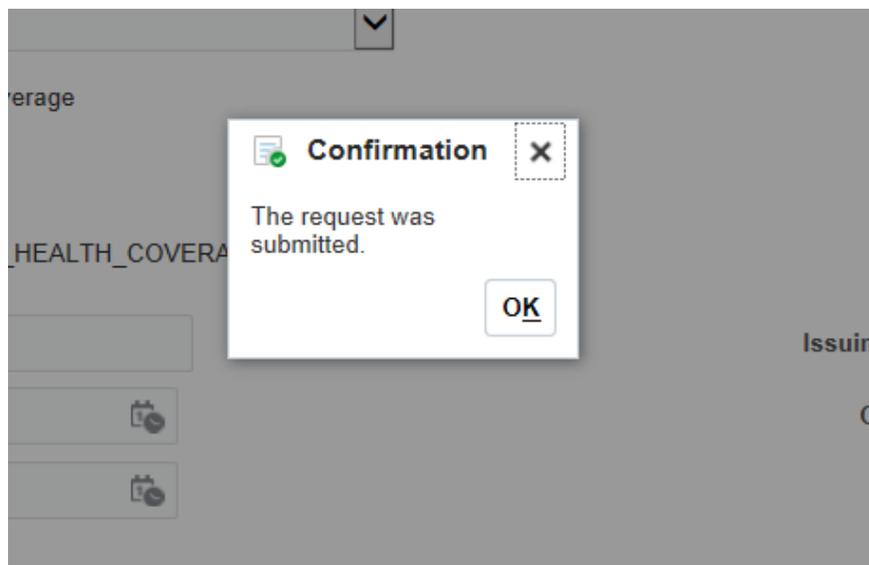

; and certificates

Click "Yes" to continue.
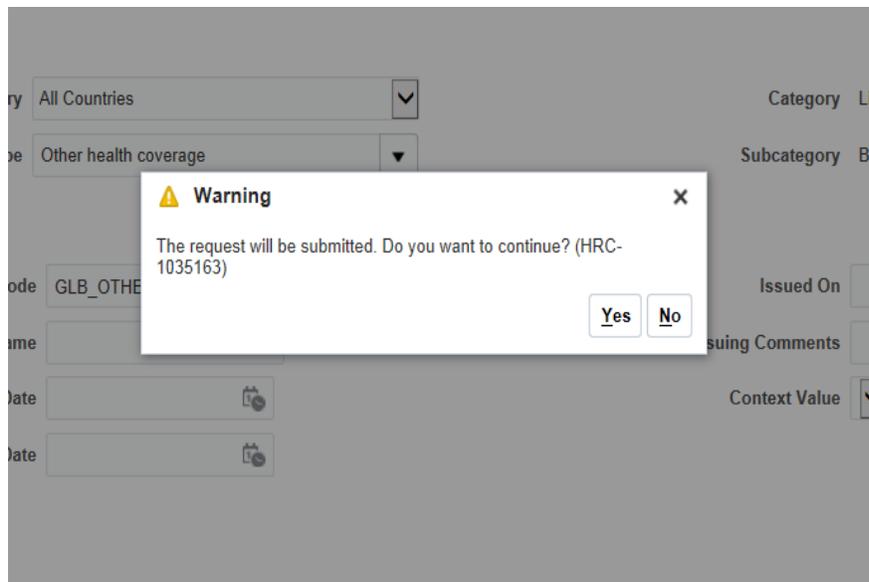
Click "Ok."

Final Notes

You can now view your uploaded document in the "Manage Document Records" section in Personal information.

By following these steps, you have successfully uploaded a document into BearTrax.