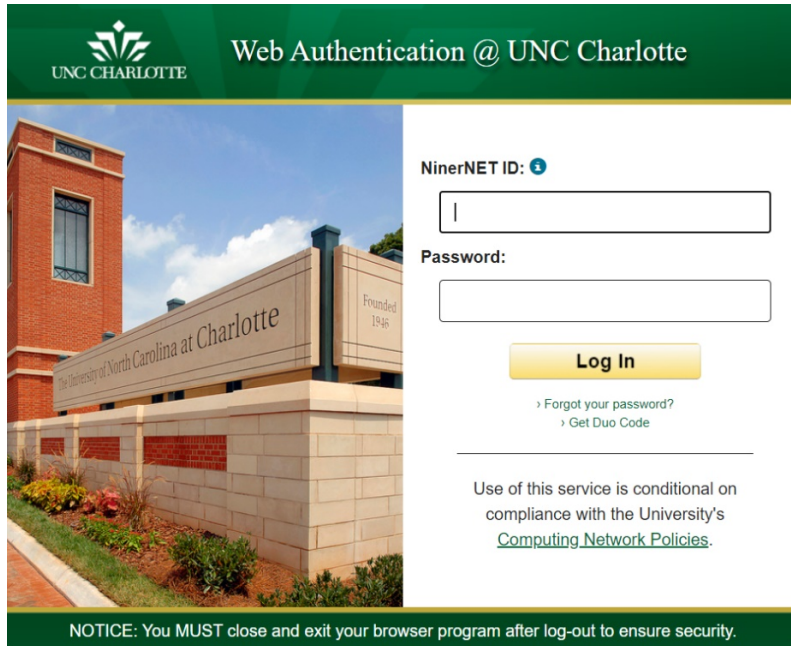


## Directions for On-Line Submission of Medical Documentation to the Benefits Office (revised 6-2-2019)

1. Click the following link to submit medical documentation:

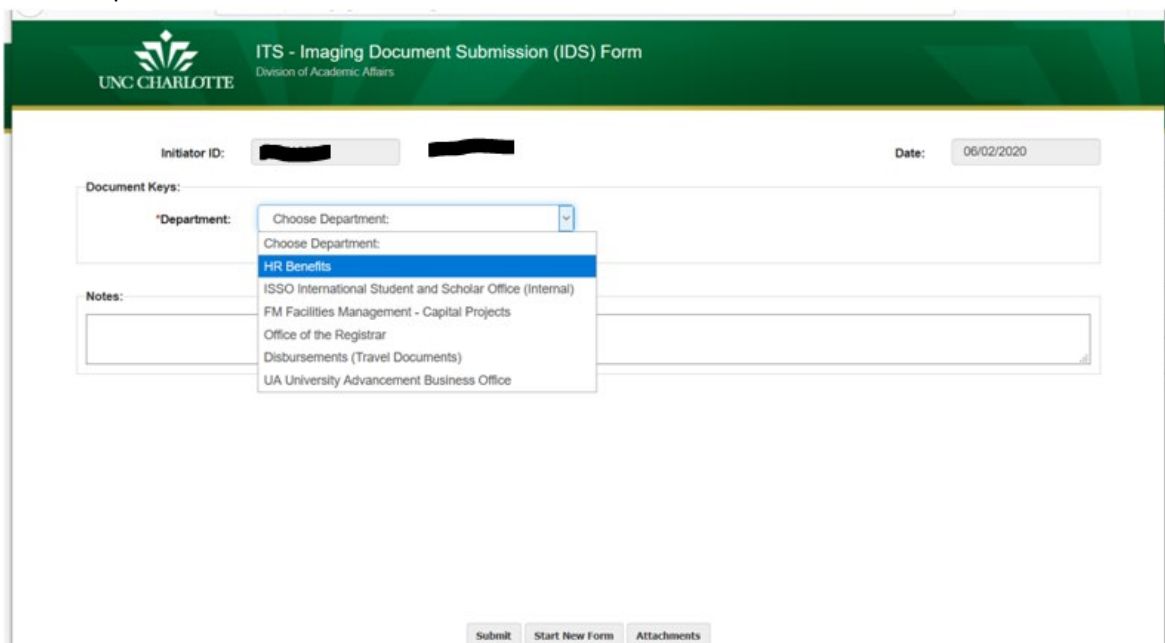
[https://imaging.uncc.edu/imagenowforms/fs?form=Document\\_Submission](https://imaging.uncc.edu/imagenowforms/fs?form=Document_Submission)

2. Enter your Ninernet credentials and click Log In.



The image shows the 'Web Authentication @ UNC Charlotte' login page. It features the UNC Charlotte logo and a green header. On the left is a photograph of a brick building with the text 'The University of North Carolina at Charlotte' and 'Founded 1946'. On the right, there are input fields for 'NinerNET ID' and 'Password', a yellow 'Log In' button, and links for 'Forgot your password?' and 'Get Duo Code'. Below the login fields, a disclaimer states: 'Use of this service is conditional on compliance with the University's [Computing Network Policies](#).' At the bottom, a green banner contains the text: 'NOTICE: You MUST close and exit your browser program after log-out to ensure security.'

3. Select Department: HR Benefits.



The image shows the 'ITS - Imaging Document Submission (IDS) Form' from the Division of Academic Affairs at UNC Charlotte. The form includes an 'Initiator ID' field with a redacted value, a 'Date' field set to '06/02/2020', and a 'Document Keys' section. The 'Department' dropdown menu is open, showing a list of departments: 'HR Benefits' (highlighted), 'ISSO International Student and Scholar Office (Internal)', 'FM Facilities Management - Capital Projects', 'Office of the Registrar', 'Disbursements (Travel Documents)', and 'UA University Advancement Business Office'. At the bottom, there are buttons for 'Submit', 'Start New Form', and 'Attachments'.

4. Select the appropriate Document Type.
  - a. Dependent Verification
  - b. Leave – Disability
  - c. Leave – Education
  - d. Leave – FMLA
  - e. Leave - LWOP
  - f. Leave – Military
  - g. Medical Supporting Documents
5. Enter your Employee ID number shown at the top of the screen and Employee Name
6. Notes can be added but are not required for submission.
7. Click Attachments at the bottom to add documents (Note: The form will not be submitted until documents are attached.)

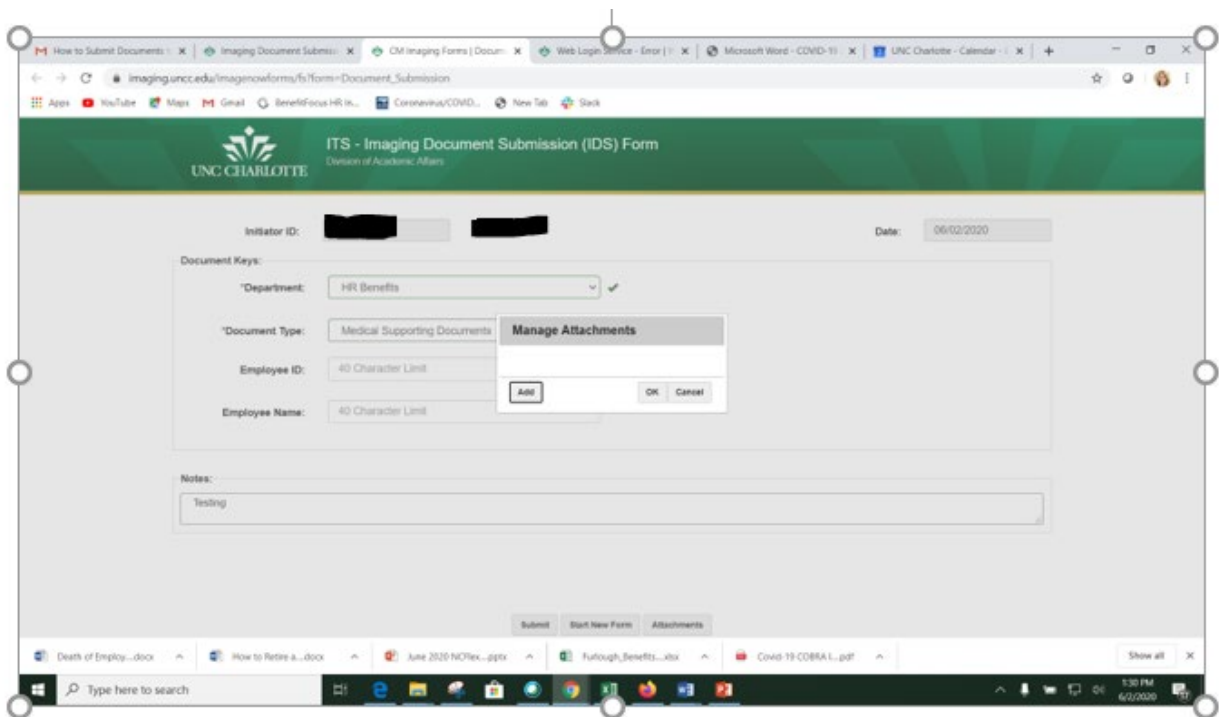
The screenshot shows a web browser window with the URL [https://imaging.uncc.edu/imagenowforms/its/?form=Document\\_Submission](https://imaging.uncc.edu/imagenowforms/its/?form=Document_Submission). The page header features the UNC Charlotte logo and the text "ITS - Imaging Document Submission (IDS) Form" and "Division of Academic Affairs".

The form contains the following fields and options:

- Initiator ID:** Two redacted fields.
- Date:** 06/02/2020
- Document Keys:**
  - \*Department:** HR Benefits (with a checkmark)
  - \*Document Type:** Medical Supporting Documents (with a checkmark). A dropdown menu is open showing options: "Choose Document Type", "Daycare Verification", "Leave-Disability", "Leave-Education", "Leave-FMLA", "Leave-LWOP", and "Medical Supporting Documents" (which is highlighted in blue).
  - Employee ID:** (empty)
  - Employee Name:** (empty)
- Notes:** (empty text area)

At the bottom of the form, there are three buttons: "Submit", "Start New Form", and "Attachments".

8. The Manage Attachments box will appear. Select the Add button, locate and open your document. Then select OK to upload it.



9. Enter any notes and select the submit button at the bottom.

The HR Benefits Office will receive your document in a secure folder within Perceptive Content.