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:

2. Enter your Ninernet credentials and click Log In.

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.)
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.