



SECURE DOCUMENT UPLOAD GUIDE FOR EMPLOYEES

Employees can follow the steps below to securely upload HR documents into CUNYfirst.

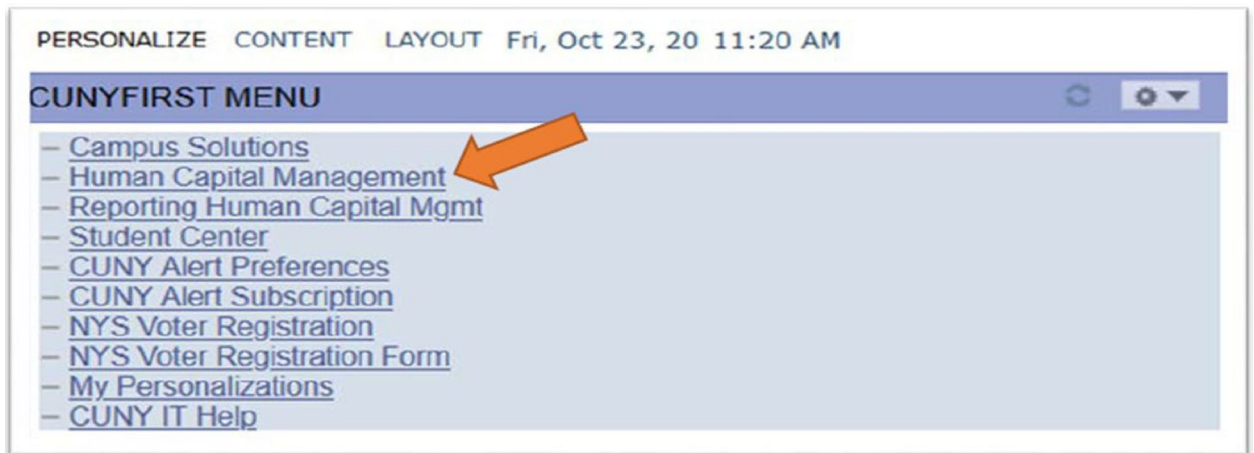
****Please note that at this time, CUNY is allowing secure uploading documents related to Benefits Open Enrollment Season only.***

1. In your web browser, navigate to [CUNYfirst](#) and enter your CUNYfirst login credentials. Username is Firstname.Lastname##@login.cuny.edu, with ## representing the last 2 digits of your CUNY EMPLID.

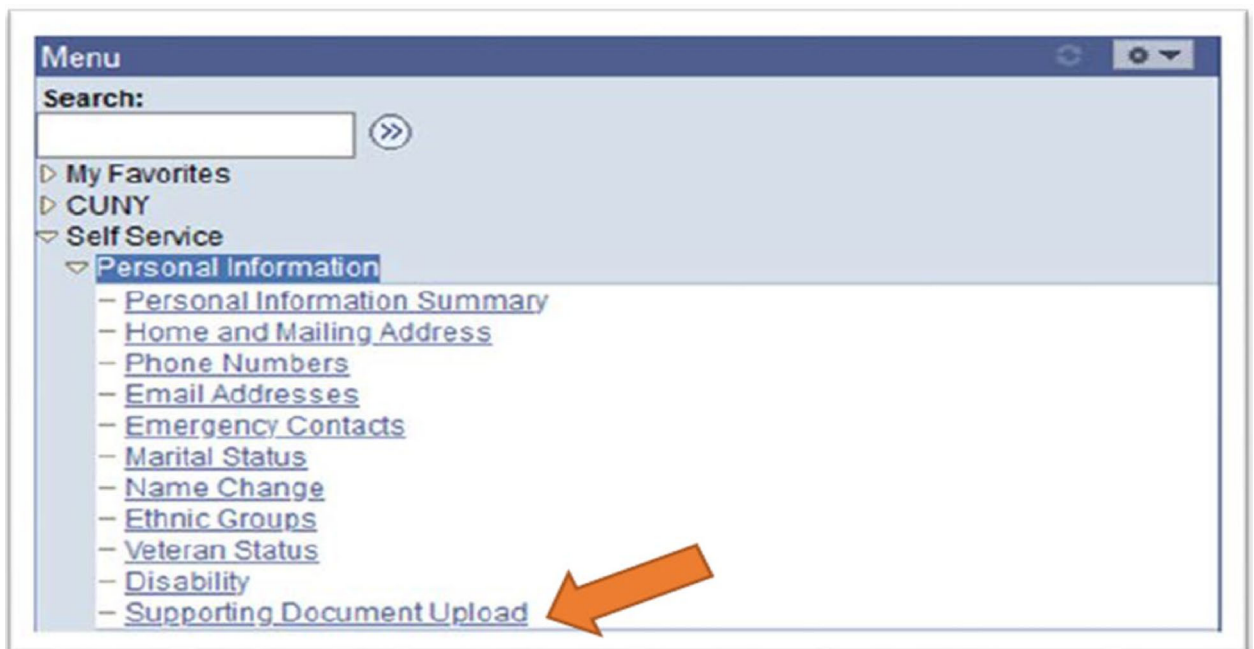
A screenshot of the CUNY Login page. The page has a white background with a blue header area. The text 'CUNY Login' is in large blue font. Below it, the text 'Log in with your CUNY Login credentials' is in blue, and 'If you do not have a CUNYfirst account, see the FAQs.' is in smaller blue text. The login form is a light blue box containing two input fields: 'Username' with the placeholder text 'Firstname.Lastname##@login.cuny.edu' and 'Password' with a masked password represented by dots. Below the password field is a blue 'Log in' button. At the bottom of the form is a dark blue bar with white text links: 'New User | Forgot Username | Forgot Password | Manage your Account'.



2. Under the CUNYfirst menu, click on **Human Capital Management**.



3. Select **Self Service > Personal Information > Supporting Document Upload**.





4. Select the **magnifying glass** icon.

Supporting Document Upload

Empl ID

Document Group

Document Upload Find First 1 of 1 Last

Document Class ID 



5. A new window will pop up. Select Document Class ID **HRBAD**.

Look Up Document Class ID Help


Search by: begins with

Look Up Cancel [Advanced Lookup](#)

Search Results

View 100 First 1 of 1 Last

Document Class ID	Description
HRBAD	Benefits Documents - Open Enrollment/Transfer Pd






- Click on the **magnifying glass** icon to view available document types available for submission.

Supporting Document Upload



Empl ID _____






Document Group: _____ Human Resources Documents

Document Upload


Document Class ID:  Benefits Documents - Open
Enrollment/Transfer Pd


Document Upload



Document Details  Upload Details 

Effective Date	Document Type	Description	Status	Attached File	Attach	View	Delete
10/23/2020 	<input type="text" value=""/> 		00 - Upload Pending				

- A new window will pop-up. Choose a document type.

Look Up Document Type 

Search by: Document Type  begins with

  [Advanced Lookup](#)

Search Results

View 100 First 1-9 of 9 Last

Document Type	Description	Description
00_HRBEN	Health Benefits Application	Health Benefits App
01_HRFSA	Flexible Spending Accounts (FSA) Enrollment Form	Flexible Spending
03_HRHBO	Health Buy Out-Waiver Application	Health Buy Out
04_HRPSC	PSC Welfare Fund Change of Status Form	PSC Welfare Fund
05_HROBF	Miscellaneous Benefit Forms/Documents	Other Benefits Forms
06_HRBIR	Supporting Doc - Birth Certificate	Birth Certificate
07_HRINS	Supporting Doc - Health Insur Cards (Front & Back)	Health Ins Card
08_HRMCD	Supporting Doc - Marriage/Domestic Partner Cert	Marriage Certificate
09_HRBVC	Supporting Doc - Voided Check	Void Check



8. Click the **Attach** button.

The screenshot shows the 'Supporting Document Upload' page. At the top, there's a header with 'Empl ID' and 'Document Group' set to 'Human Resources Documents'. Below this, a 'Document Upload' section contains a table with columns: *Effective Date, *Document Type, Description, Help, Status, Attached File, and Attach. A single row is visible with the following data: 10/23/2020, 00_HRBEN, Health Benefits Application, a Help link, 00 - Upload Pending, and an empty Attached File column. The 'Attach' button in the final column is highlighted with an orange arrow.

9. Click **Browse** to select file, then **Upload**.

NOTE: To view permissible file formats accepted, click on **Help** link.

This screenshot shows the same 'Supporting Document Upload' page as before, but with a 'File Attachment' dialog box open in the foreground. The dialog box has a title bar, a close button (X), and a 'Help' link. It contains the text 'No file selected.' and two buttons: 'Browse...' and 'Upload'. An orange arrow points to the 'Browse...' button, and another orange arrow points to the 'Upload' button. The background interface is slightly dimmed.



10. Click the **Save** button to submit your document(s).

Supporting Document Upload

Empl ID

Document Group: Human Resources Documents

Document Upload

Document Class ID: HRBAD Benefits Documents - Open Enrollment/Transfer Pd

Document Upload

Document Details | Upload Details

Effective Date	Document Type	Description	Help	Status	Attached File	Attach	View	Delete
10/23/2020	00_HRBEN	Health Benefits Application	Help	01 - Uploaded	Health_Benefits_Application.pdf	Attach	View	Delete

[Save](#)

11. To add additional documents, select the + icon and repeat Steps 6-10.

Supporting Document Upload

Empl ID

Document Group: Human Resources Documents

Document Upload

Document Class ID: HRBAD Benefits Documents - Open Enrollment/Transfer Pd

Document Upload

Document Details | Upload Details

Effective Date	Document Type	Description	Help	Status	Attached File	Attach	View	Delete	User Comments	Reviewer Comments
10/23/2020	00_HRBEN	Health Benefits Application	Help	01 - Uploaded	Health_Benefits_Application.pdf	Attach	View	Delete		

[+](#)