

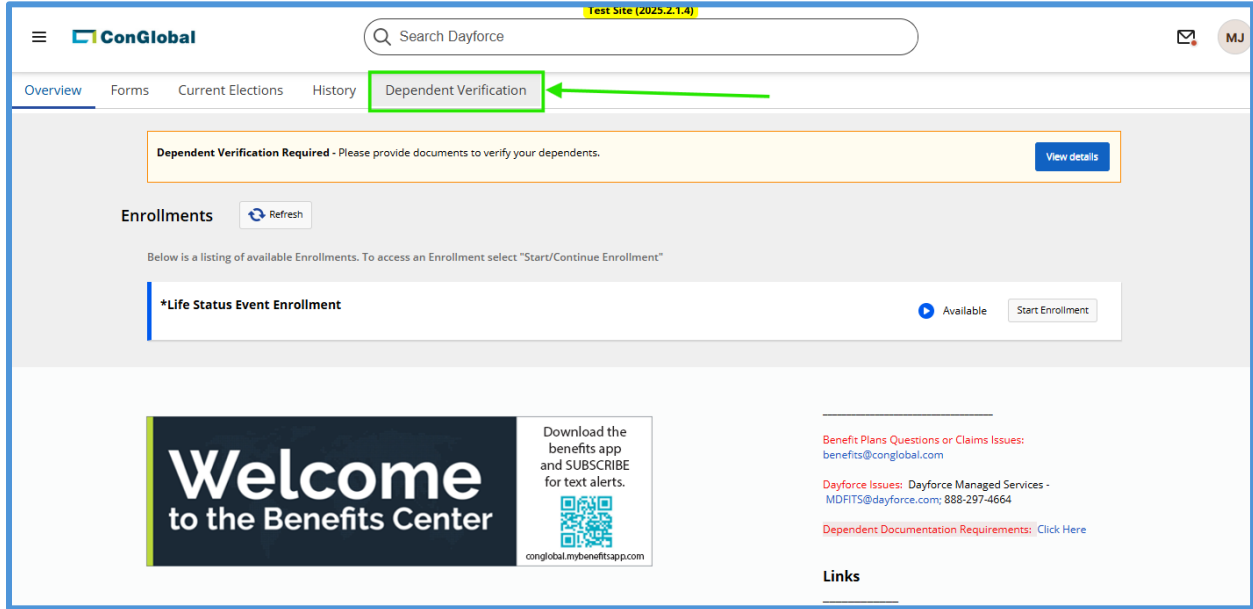
HOW TO: Upload Dependent Verification Documents in Dayforce

To complete dependent verification, employees must upload required documents directly in Dayforce for any dependents covered under your benefits.

Step 1 — Log into Dayforce (desktop or mobile).

Step 2 — Navigate to Benefits and select Dependent Verification tab

This screen shows all dependents you added to your benefits coverage and allows you to upload documents for each one.



Step 3 — Confirm Which Dependent Needs Documents

1. Review the list of dependents shown on the Dependent Verification screen.
2. Identify the dependent(s) that require verification documents.

Overview Forms Current Elections History **Dependent Verification**

Save Refresh

In Progress

You have requested to cover one or more of your dependents within a benefit option.

Please submit the required supporting documentation for those dependents on or before the Due Date.

Name	Relationship	Status	Due Date	Documentation	Comments
▶ Beatrice Curtis	Child	Pending	5/12/2026	Upload Documents	

Completed

The following dependents have completed the dependent verification process.

Name	Relationship	Status
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Step 4 — Prepare Your Documentation

Please ensure your documents are clear, readable, and complete.

For Child(ren):

Upload **one** of the following:

- Birth certificate
- Adoption certificate
- Court/Legal documentation establishing parentage

For Spouse:

- Marriage certificate

Step 5 — Upload the Document

1. Locate the dependent you are uploading documents for.
2. Select **Upload Documents** next to that dependent.
3. Select **Add Document**.

In Progress

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Please submit the required supporting documentation for those dependents on or before the Due Date.

Name	Relationship	Status	Due Date	Documentation	Comments
▶ Beatrice Curtis	Child	Pending	5/12/2026	Upload Documents	

Upload Supporting Documentation ✕

To upload supporting documentation, click the "Add Documents" button below. After uploading all required documents, you may enter any comments if desired. When finished, click OK.

No Documents Uploaded

Comments

Add Documents Cancel OK

Step 6 — Select Your File

A pop-up window will appear. You may upload your document by either:

- Clicking **Browse for file(s)** to select the document from your device, OR
- **Dragging and dropping** the file directly into the upload window

In Progress

You have requested to cover one or more of your dependents with

Please submit the required supporting documentation for those s

Name	Relation
▶ Beatrice Curtis	Child

To uplo
upload
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Add Do

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OK

Comments

Completed

The following dependents have completed the dependent verification process.

Upload Files



Drag and Drop File

We allow only: .jpg, .doc, .docx, .pdf, .bmp, .gif

Or

[Browse for file\(s\)](#)

File Name	File Size	Document Type	Action
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Upload

Clear List

In Progress

You have requested to cover one or more of your dependents with

Please submit the required supporting documentation for those s

Name	Relation
▶ Beatrice Curtis	Child

To uplo
upload
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Completed

The following dependents have completed the dependent verification process.

Upload Files



Drag and Drop File

We allow only: .jpg, .doc, .docx, .pdf, .bmp, .gif

Or

[Browse for file\(s\)](#)

File Name	File Size	Document Type	Action
AdobePDF (3) (1).pdf	4.8 KB	Dependent Verification	

Upload

Clear List

Step 7 — Add a Comment

1. Enter a brief comment describing the document you are uploading (recommended).

In Progress

You have requested to cover one or more of your dependents within a benefit option.

Please submit the required supporting documentation for these dependents on or before the Due Date.

Name	Relationship	Comments
▶ Beatrice Curtis	Child	

Upload Supporting Documentation [X]

To upload supporting documentation, click the "Add Documents" button below. After uploading all required documents, you may enter any comments if desired. When finished, click OK.

AdobePDF (3) (1).pdf [X]

Comments

Beatrice Curtis' Birth Certificate

[Add Documents] [Cancel] [OK]

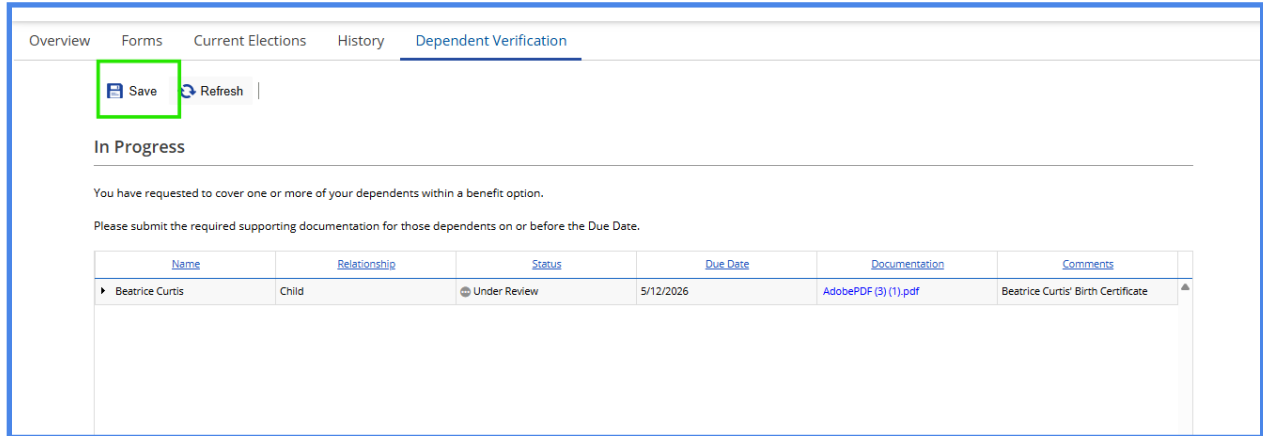
Completed

The following dependents have completed the dependent verification process.

Step 8 — Save Your Submission

✔ This step is required to complete the process.

1. Select the **Save** button at the top of the screen.



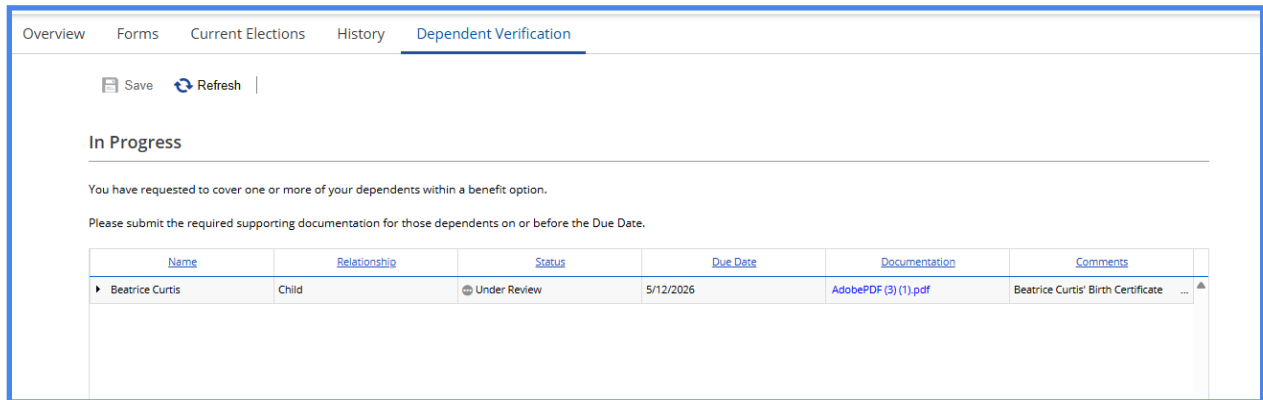
The screenshot shows the 'Dependent Verification' page in a web application. At the top, there are navigation tabs: Overview, Forms, Current Elections, History, and Dependent Verification. Below the tabs, there are two buttons: 'Save' and 'Refresh'. The 'Save' button is highlighted with a green box. Below the buttons, the page is titled 'In Progress' and contains the following text: 'You have requested to cover one or more of your dependents within a benefit option. Please submit the required supporting documentation for those dependents on or before the Due Date.' Below this text is a table with the following data:

Name	Relationship	Status	Due Date	Documentation	Comments
▶ Beatrice Curtis	Child	Under Review	5/12/2026	AdobePDF (3) (1).pdf	Beatrice Curtis' Birth Certificate

Once successfully saved:

- The Save icon will be greyed out

A Benefits Administrator will be able to review your submission



The screenshot shows the 'Dependent Verification' page in a web application. At the top, there are navigation tabs: Overview, Forms, Current Elections, History, and Dependent Verification. Below the tabs, there are two buttons: 'Save' and 'Refresh'. The 'Save' button is greyed out. Below the buttons, the page is titled 'In Progress' and contains the following text: 'You have requested to cover one or more of your dependents within a benefit option. Please submit the required supporting documentation for those dependents on or before the Due Date.' Below this text is a table with the following data:

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▶ Beatrice Curtis	Child	Under Review	5/12/2026	AdobePDF (3) (1).pdf	Beatrice Curtis' Birth Certificate ...

Need Help?

If you have questions or need assistance uploading documents, please email:

✉ managedbenefits@conglobal.com