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## SECURE DOCUMENT UPLOAD GUIDE FOR EMPLOYEES

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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.

**CUNY Login**

Log in with your [CUNY Login credentials](#)  
If you do not have a CUNYfirst account, see the [FAQs](#).

Username  
Firstname.Lastname##@login.cuny.edu

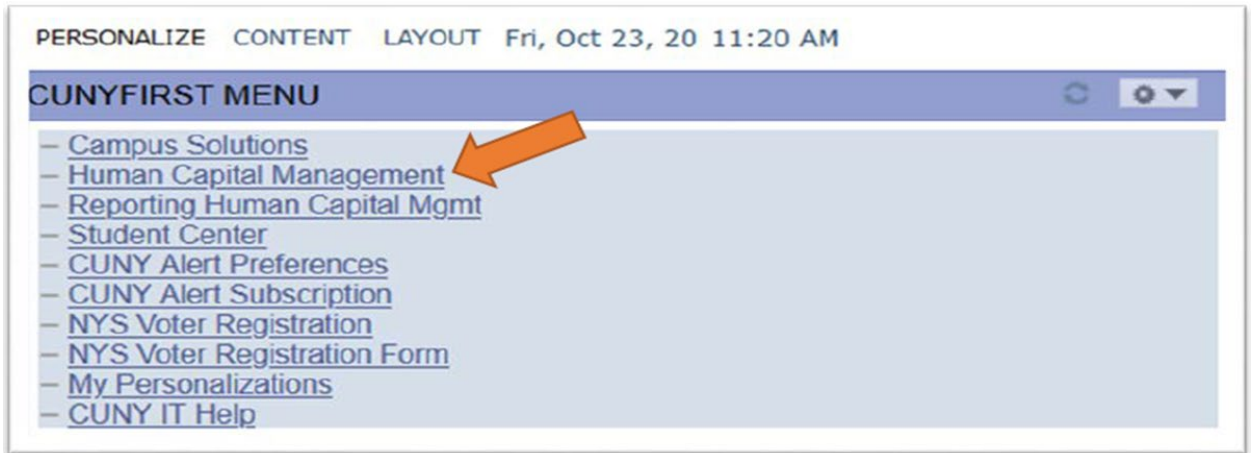
Password  
●●●●●●●●●●

Log in

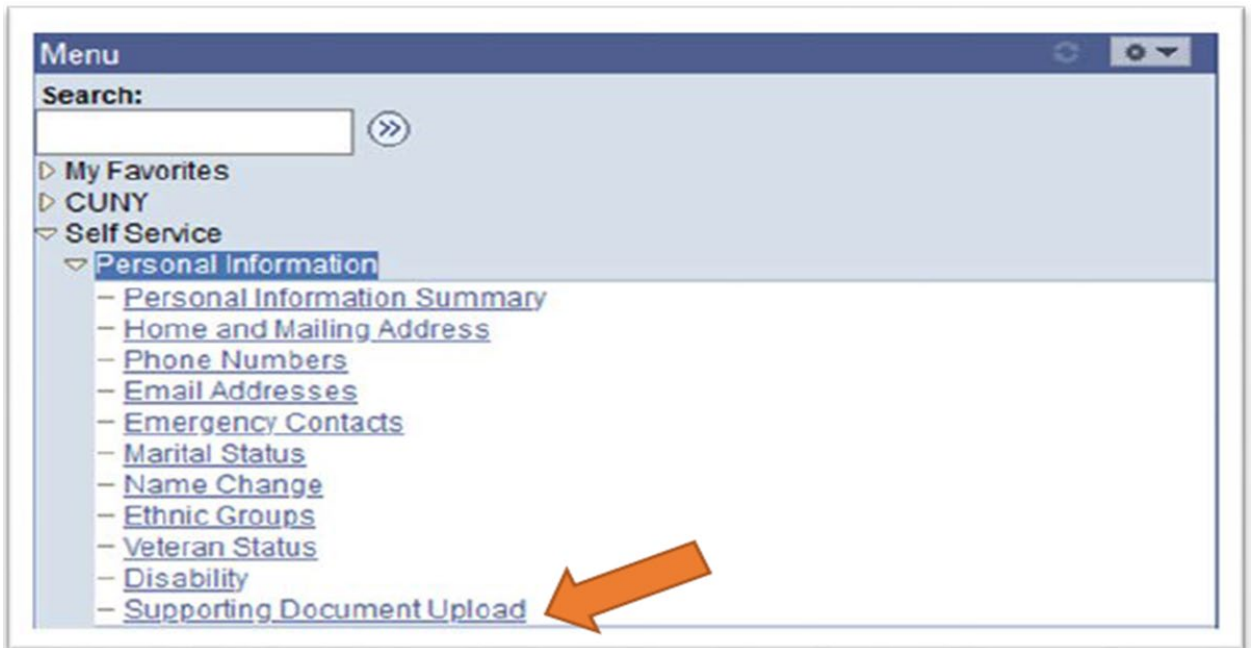
[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)



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: Human Resources Documents

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: Document Class ID begins with

Look Up Cancel [Advanced Lookup](#)

**Search Results**

View 100 First 1 of 1 Last

Document Class ID	Description
<a href="#">HRBAD</a> 	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: HRBAD  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="button" value="dt"/>	<input type="text"/> <input type="button" value="Q"/>		00 - Upload Pending		<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>

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

**Look Up Document Type** [Help](#)

Search by: Document Type  begins with

[Advanced Lookup](#)

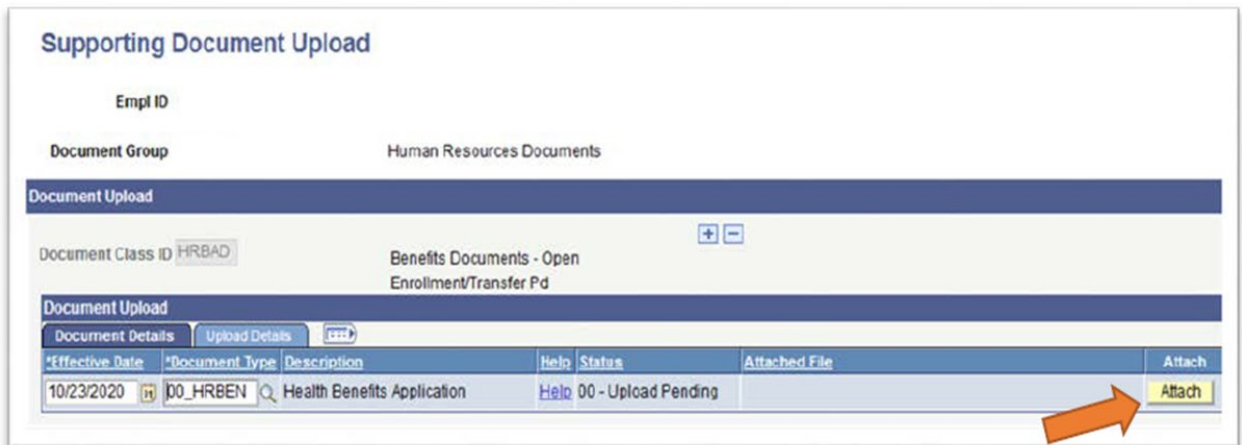
**Search Results**

View 100 First 1-9 of 9 Last

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

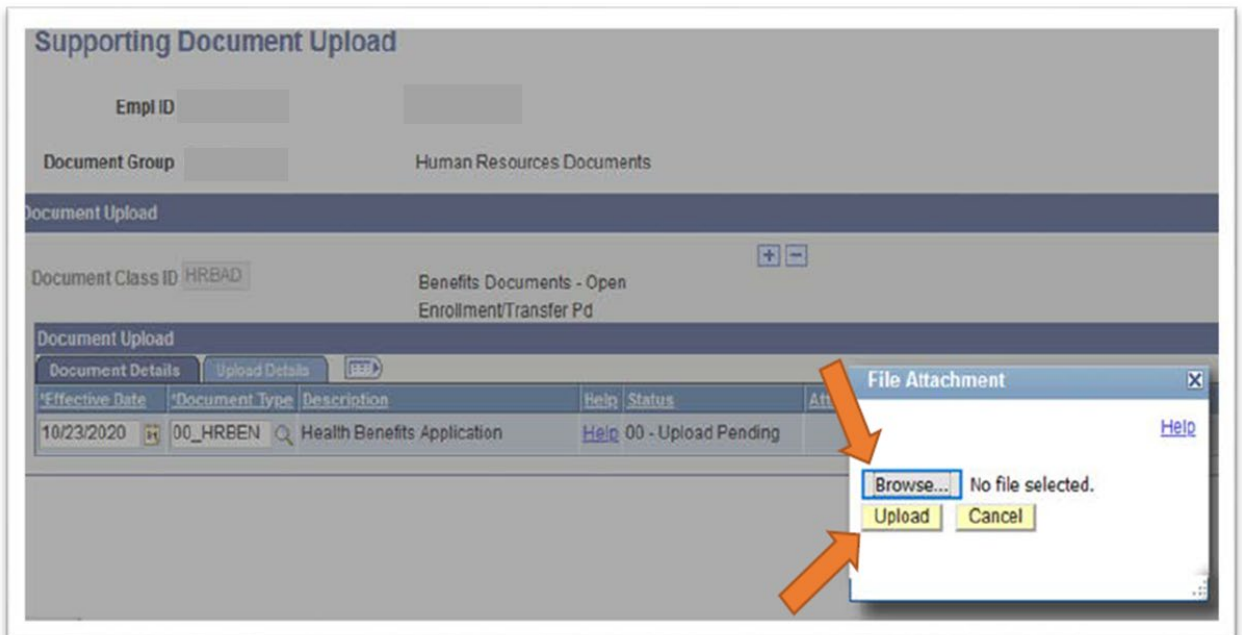


8. Click the **Attach** button.



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

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





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	<a href="#">Help</a>	01 - Uploaded	Health_Benefits_Application.pdf	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>

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	<a href="#">Help</a>	01 - Uploaded	Health_Benefits_Application.pdf	<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>		