HOW TO: Upload Dependent Verification Documents

Step 1: Navigate to Workday: **https://www.myworkday.com/MethodistHealthSystem**
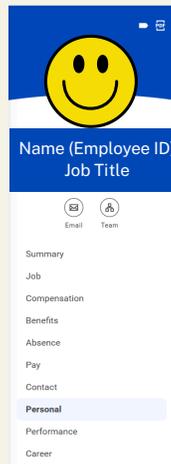
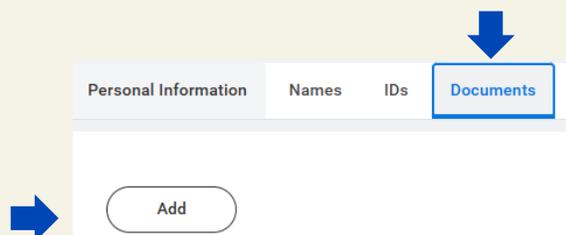**Step 2:** Click on your profile picture in the upper right corner of the home page.
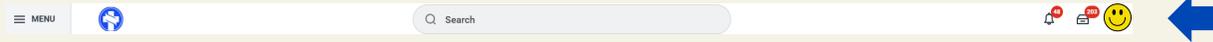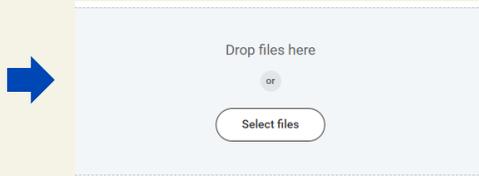
Step 3: Select "**View Profile**"
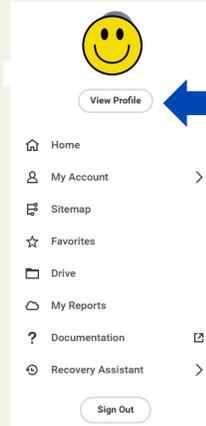
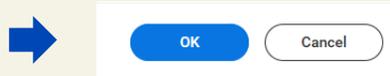**Step 4:** Select **"Personal"** from the menu.

Step 5: Choose "**Documents**" from the menu bar then click "**Add**".

Step 6:   Choose "**Select files**" to upload your documents OR drag/drop into the grey box.
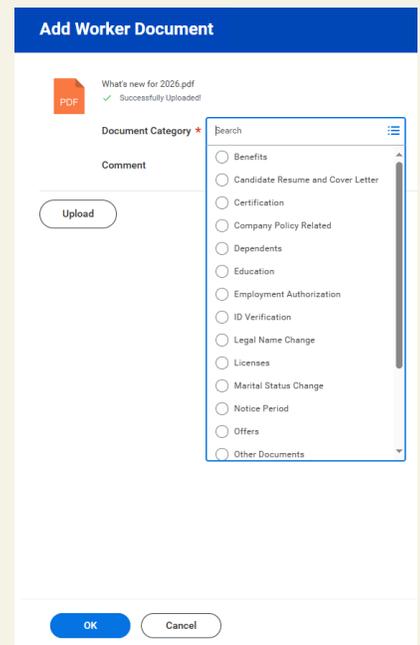
Drop files here

or

Select files

Step 7: Select "OK" at the lower left corner of the screen once you've added your document.

OK   Cancel

Step 8: The "**Add Worker Document**" screen will appear. Click inside the Document Category box and select "**Dependents**".
In the **Comment box**, type in the document name (birth certificate, marriage certificate, etc.) that was uploaded.

Once all documents have been uploaded, select "**OK**" at the lower left corner.

You should now see your document in the Worker Document listing on your screen.

Add Worker Document

PDF   What's new for 2026.pdf
✓ Successfully Uploaded!

Document Category ★   Search

Comment

○ Benefits
○ Candidate Resume and Cover Letter
○ Certification
○ Company Policy Related
○ Dependents
○ Education
○ Employment Authorization
○ ID Verification
○ Legal Name Change
○ Licenses
○ Marital Status Change
○ Notice Period
○ Offers
○ Other Documents

Upload

OK   Cancel

Step 9: **Repeat Steps 5-8** for each document being uploaded. Once all documents have been uploaded, click "Done" at the lower left corner of the screen.

Done