SAN FRANCISCO
HEALTH SERVICE SYSTEM
Affordable, Quality Benefits & Well-Being

eBenefits

Mobile Device Use
Document Upload

Did you add new dependents?

If you added a new dependent, scroll down to the middle of the page and tap the **Upload Documents** button to verify their eligibility.

Document Upload Steps

Tap the **Add Attachment** button to choose a photo or document from your library.

Tap **Upload** when you make your choice.

Tap the text field to label your upload, then tap **Save**. Simple as that!

Tap the **X** in upper-right corner of your screen to close document upload, then tap **Save and Continue.**

SAN FRANCISCO
HEALTH SERVICE SYSTEM

Enroll in Benefits

⌄ ● Confirmation

Enrollment Completion

If you would like to go back and make changes, click the "Modify Elections" button.

Modify Elections

Enrollment Completion

Your elections have been submitted but not finalized. Click the printer icon to print a summary of the benefit elections you have just made for your records. You will not be able to print the election summary after you exit this session.

A confirmation letter from SFHSS will be mailed to you in early December for your finalized benefit elections & costs.

For newly added dependents, your application will not be processed until SFHSS receives supporting documentation:

Spouse = Certified Marriage Certificate
Domestic Partner = Domestic Partner Certification
Child = Birth Certificate, Adoption Verification

Please upload your supporting documentation by clicking the button below. If you would rather, you may fax to (415) 554-1721 or hand deliver your documentation to SFHSS – 1145 Market St, 3rd Floor, San Francisco, CA 94103. Benefit elections will be revised if documentation for dependents is not submitted or dependents are not eligible.

Upload Documents

Save and Continue

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