

ASCENTIS JOB AID UPDATING/ADDING SMOKING AFFADAVIT

1. Scan the document with the new copy machines to your email and then save the pdf file to your desktop.
2. Log In to Ascentis using the [Employee Self Service Log In Instructions](#)
3. Go to My Self/Personal Information/Attachments:

The screenshot shows the Ascentis Employee Self Service interface. The top navigation bar includes 'HOME', 'MY SELF', 'MY TEAM', and 'MY COMPANY'. The 'MY SELF' tab is selected and circled in red. Below the navigation bar, there is a sidebar menu with options: 'Personal Information', 'Family Members', 'Benefits', 'My Attachments', and 'Company Links'. The 'My Attachments' option is circled in red. The main content area displays personal information for 'Old Employee', including fields for First Name, Middle Name, Last Name, Nickname, Previous Name, Gender (Female), Marital Status (Single), Country (USA), Street (Line 1) (PO Box 555), Street (Line 2), City (Lakeside), State/Province (AZ), Zip/Postal Code (85929), Home Phone ((999) 999-9999), Work Phone, Work Email Address (sburnside@summithealthcare.net), and Personal Email. A red 'Change' button is located at the bottom right of the form.

4. To add an attachment, go to My Attachments and click on the red “Add New” Button.

The screenshot shows the Ascentis Employee Self Service interface. The top navigation bar includes 'HOME', 'MY SELF', 'MY TEAM', and 'MY COMPANY'. The 'MY SELF' tab is selected. Below the navigation bar, there is a sidebar menu with options: 'Personal Information', 'Family Members', 'Benefits', 'My Attachments', and 'Company Links'. The 'My Attachments' option is selected and circled in red. The main content area displays a table with columns: 'Actions', 'File Name', 'Type', 'Date', 'Followup Date', and 'Description'. A red 'Add new' button is located at the bottom left of the table. A red arrow points to the 'Add new' button.

5. Enter the date and **SELECT BENEFITS - SMOKING AFFADAVIT**
6. Click on Blue Browse button and locate your picture or document from step 1. Select the document for upload.

The screenshot shows a web form with the following fields and buttons:

- Date:** 11/02/2017 (with a calendar icon)
- Followup Date:** (empty field with a calendar icon)
- Type:** Benefits - Smoking Affadavit (dropdown menu)
- Description:** (empty text box)
- File Name:** (empty field with a blue **Browse** button)
- Save Changes** (red button)
- Cancel** (blue button)

Three red arrows on the left side of the form point to the Date, Type, and File Name fields.

8. Once data is entered and file is attached, click the “Save Changes” button. This will send your document to HR for approval and it will then be added to your attachment list permanently.