

Submitting Your Documents is Easy!

Upload Online

Uploading your documents online is the quickest and easiest way to submit your documents.

1. Create an online account at UnifyHR at app.unifyhr.com or scan the QR code provided with the camera app on your phone or tablet and follow the Online instructions on the next page
2. Upload and submit documents
3. It's that easy! We'll be in touch with the status of your verification



Important Tip: Black out all financial information and social security numbers before submitting

Submit via FAX

You can securely fax your documents to 1-469-844-3240.

Submit via Mail

Mail copies of your documents to:

UnifyHR
PO Box 2785
Fargo, ND 58108

Need Help?

Call us at 469-208-0929 or send us an email at evs@unifyhr.com. We're available from 6 a.m. to 6 p.m. Pacific Time, Monday through Friday, excluding holidays.

FOLLOW THESE STEPS TO COMPLETE FAMILY MEMBER ELIGIBILITY VERIFICATION

1. **REVIEW *Dependent Definitions and Documents Required*** to confirm your enrolled family member(s) meets the eligibility requirements and to identify what documentation you are required to submit.
2. **SUBMIT ALL REQUIRED DOCUMENTATION**

Important:

- Black out all financial information and social security numbers before submitting.
- Write your name, account ID number (listed at the bottom of the first page of this letter) and UC at the top of each copied document.
- Documents take five (5) business days to process once received by UnifyHR. Please keep a copy of all documents for your records.
- **ONLINE at app.unifyhr.com** (this is the fastest and most secure method)
 1. Click “Create an Account” then enter your Account ID number (listed at the bottom of the first page of this letter) and DOB.
 2. Enter a valid email address and a temporary password will be emailed to you. You will be instructed to change your password upon entering the secured site. On the site you can upload documents, view your audit status, obtain copies of correspondence with and from UnifyHR, and access helpful information.
 3. Upload eligibility verification documentation.
- **MAIL to UnifyHR, PO Box 2785, Fargo, ND 58108**
 1. Make copies of documents. Do not submit original documents.
 2. Mail the copies of required eligibility documentation to UnifyHR. For speedy processing, do not use color paper, color ink, staple, tape or clip your documents.
- **FAX to UnifyHR at 1-469-844-3240 (toll-free)**
 1. Submit your required eligibility documentation to UnifyHR at the number above.
 2. For speedy processing, do not use color paper and be sure all documents are legible.