

How to Submit Benefits Change Forms in eUpload



1. LOG IN TO ESS

Visit www.rcuh.com > Login > [Human Resources Portal & Employee Self-Service](#)



2. OPEN eUPLOAD

Click the blue [eUpload](#) button on the home page of ESS



3. CREATE NEW REQUEST

Select "[Click here to submit a new eUpload Request](#)"



4. SELECT eUPLOAD TYPE

Select the [eUpload Type](#) from the dropdown menu > Click "[Link to the document](#)" and complete the benefit change form



5. SUBMIT & TRACK

[Submit](#) the form for secure processing
[Track](#) the status of your submission within the eUpload menu

NEED HELP?

Email the RCUH Benefits team at rcuh_benefits@rcuh.com.