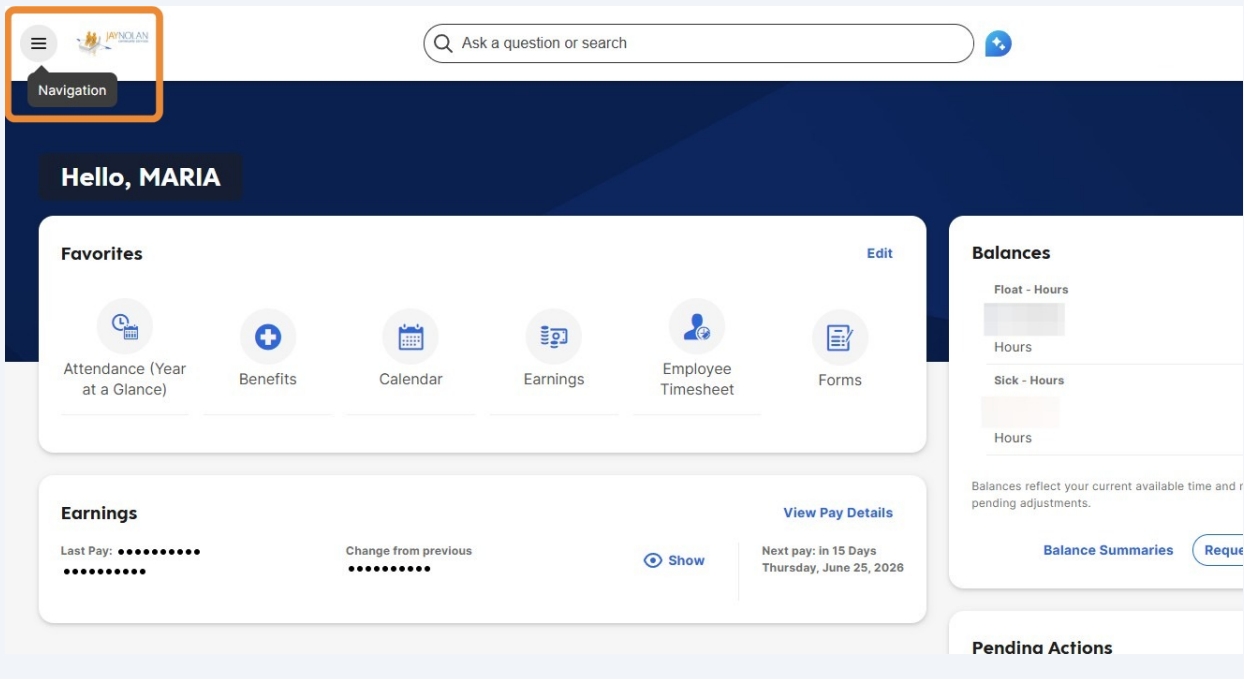


How to Upload Car Insurance in Dayforce

Learn how to easily submit your updated car insurance documents through the Dayforce employee portal. This guide provides a clear walkthrough of the navigation and file upload steps needed to ensure your information stays current.

1 From the Home screen

Open navigation menu



2 Select 'Profile' from sidebar

The screenshot shows the JAINCOLAN employee portal interface. At the top left, there is a search bar with the text "Ask a question or search". Below the search bar is a sidebar menu with the following items: Hub, Benefits, Earnings, Employee Timesheet, Profile (highlighted with an orange box), Work, and Get Your Pay. The main content area features a dark blue header, a grid of four icons (Calendar, Earnings, Employee Timesheet, Forms), and a "Balances" section on the right. The "Balances" section includes a progress bar for "Float - Hours", "Hours", and "Sick - Hours". Below the "Balances" section, there is a "View Pay Details" link and a "Pending Actions" section.

3 Click 'Forms' tab

The screenshot shows the JAINCOLAN employee portal interface. At the top left, there is a search bar with the text "Ask a question or search". Below the search bar is a navigation menu with the following items: Personal, Career, Forms (highlighted with an orange box), and Settings. The main content area features a dark blue header, a grid of four icons (Calendar, Earnings, Employee Timesheet, Forms), and a "Balances" section on the right. The "Balances" section includes a progress bar for "Float - Hours", "Hours", and "Sick - Hours". Below the "Balances" section, there is a "View Pay Details" link and a "Pending Actions" section.

4 Click "Document Upload Form"

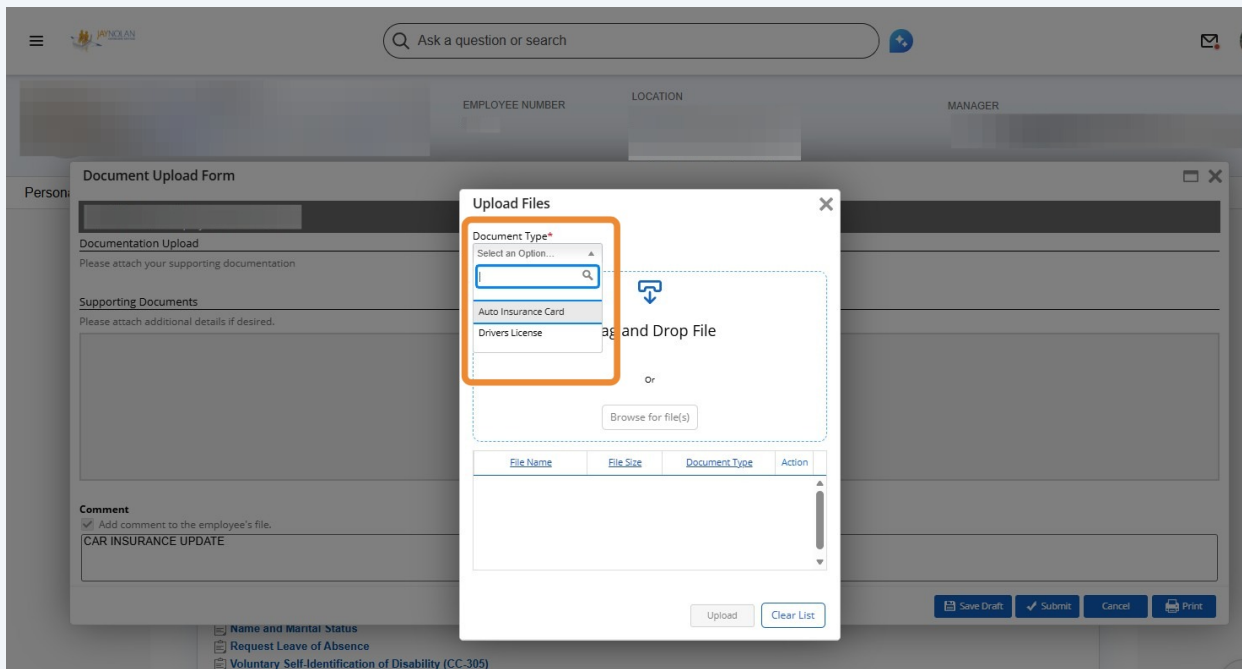
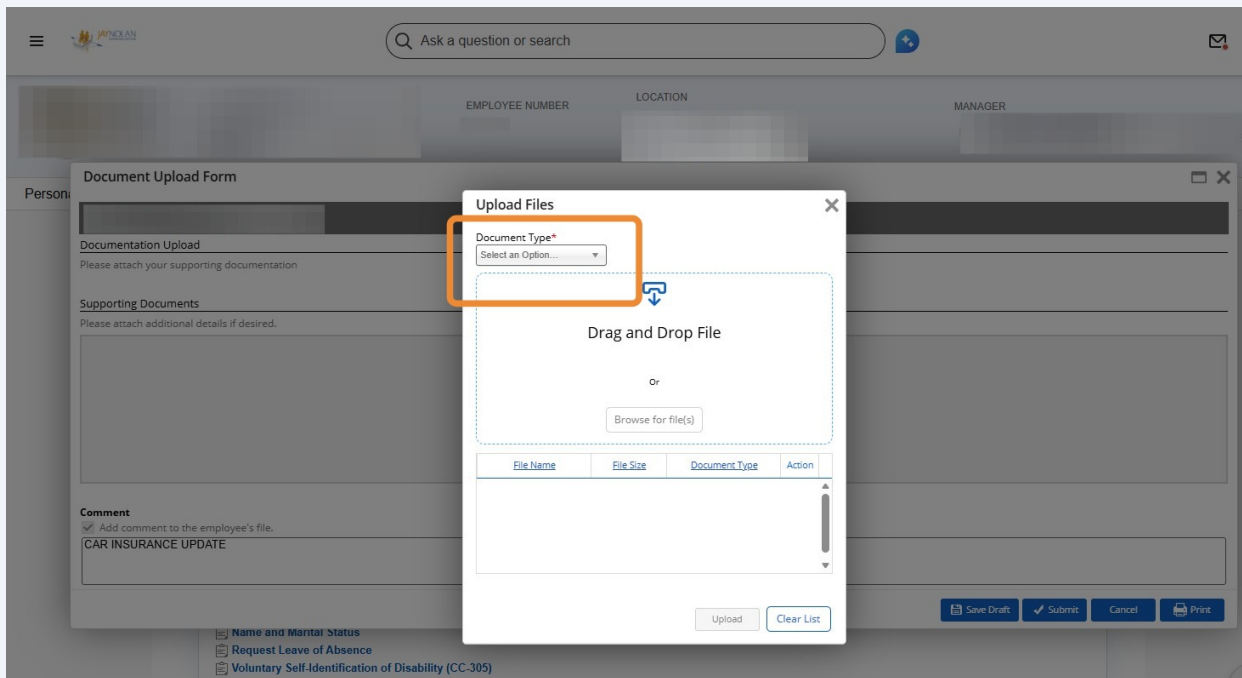
The screenshot shows a web interface with a search bar at the top containing the text "Ask a question or search". Below the search bar, there are fields for "EMPLOYEE NUMBER", "LOCATION", and "MANAGER". A navigation menu includes "Personal", "Career", "Forms", and "Settings". The "Forms" section is expanded, showing a search bar for forms and "14 Results". Under "General Forms (1)", the "Document Upload Form" is highlighted with an orange box. Other categories include "Benefits (2)" with "Current Beneficiary Information" and "Current Dependent Information", and "Personal (9)" with "Address", "Confidential Information (USA)", "Contact Details", "Direct Deposit", "EEO Sight Identification", "Emergency Contacts", and "Name and Marital Status".

5 Type 'CAR INSURANCE UPDATE' in Comment field

Click "Upload Files"

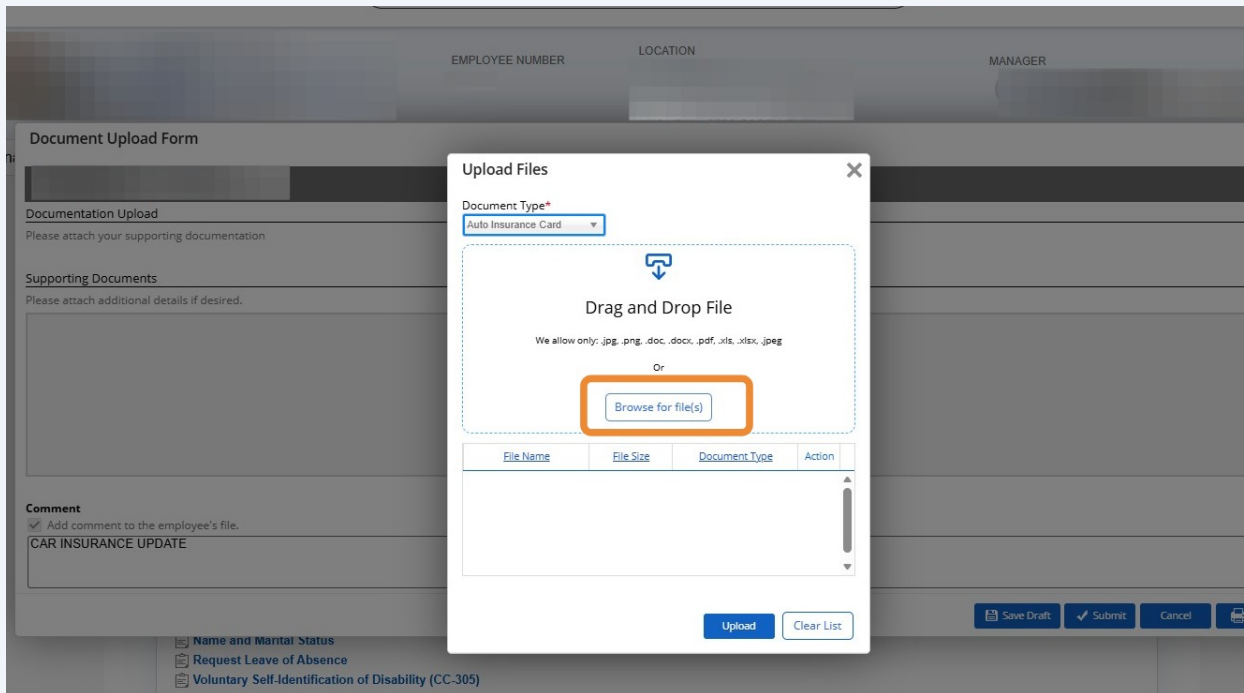
The screenshot shows the "Document Upload Form" modal. It has a "Documentation Upload" section with the instruction "Please attach your supporting documentation" and a "Supporting Documents" section with the instruction "Please attach additional details if desired." The "Upload Files" button is highlighted with an orange box. Below the upload sections is a "Comment" field with a checked checkbox "Add comment to the employee's file." and the text "CAR INSURANCE UPDATE" entered. At the bottom right, there are buttons for "Save Draft", "Submit", and "Cancel".

6 Select 'Auto Insurance Card' from Document Type dropdown



7 Click "Browse for file(s)"

Select Image or Document to upload



8 Once you Selected file it will show listed under file name document name

Then Click "Upload" And

Click Submit to save

