How to Upload Dependent Documentation

Approved Dependent Verification Documentation

Spouse	Children Under Age 26	Handicapped/Disabled Children
A copy of page one of your most recent tax return* showing you filed as married OR Copy of certified marriage certificate	A copy of page one of your most recent tax return* listing the child(ren) as a dependent OR One of the following: - Copy of birth certificate - Custodial papers - Court Order - Adoption papers	Proof of disability from the Social Security Administration prior to age 19 **AND** A copy of page one of your most recent tax return* listing the child(ren) as a dependent OR One of the following: - Copy of birth certificate - Custodial papers - Court Order - Adoption papers

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Follow these steps to upload dependent documentation:

1. **UKG Website**:
   a. Log into UKG
   b. Single Sign-On Access Users: acadia.ultipro.com
      Website: https://myacadiahealthcare.com

   UKG Pro App:
   a. Download the UKG Pro app
   b. Company Code: **ACAHC**
   c. Login using your UKG Login

2. **Navigate** to: Menu > Myself > Benefits > Manage My Benefits. Click on the **Get Started** button to enroll in benefits as needed.

3. You will have two locations to upload dependent documentation:

   a. As a **To-Do Task** as part of your benefit enrollment Confirmation page.

   b. Go to Manage My Benefits and on the left hand menu, click on **Documents > My Documents**.

      i. Document Requests will be created for any dependent(s) needing dependent verification documentation.

      ii. Upload, drag, or, if using the UKG Pro app, take a photo using your cell phone of any requested documents