


Submission Steps

Verifying is as easy as 1, 2, 3...



Online

- 1) Create an online account at UnifyHR: app.unifyhr.com
- 2) Upload and submit documents 
- 3) It's that easy! We'll be in touch about the status of your verification

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



Mail or Fax

Mailing: UnifyHR, P.O. Box 143605, Irving, TX, 75014

Fax: 1-469-844-3240

Do **NOT** send original documents

Remember to write your Name, Account ID#, and UC at the top of each document Please allow 5 business days for processing

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 143605, Irving, TX 75014
 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.



Website
app.unifyhr.com



Call
1-844-718-3970



Mail
Address on Front