

To check your Audit Status, visit pwcgov.bswift.com and log in using the username format displayed and password you created upon first login.

Scroll down to **VERIFICATION STEPS & RESOURCES** and click

Step #2: UPLOAD & CHECK STATUS

Welcome to the PWC Dependent Eligibility Audit, Robert!

AUDIT DEADLINE: OCTOBER 31, 2026

VERIFICATION DOCUMENTS ARE REQUIRED TO ENSURE CONTINUED BENEFITS COVERAGE FOR YOUR DEPENDENTS

Prince William County Government is conducting a *Dependent Eligibility Verification* to ensure accurate and compliant healthcare coverage under the PWC group health plan.

Reviewing eligibility is a standard and responsible practice to help control healthcare costs and protect the plan, employees, eligible retirees, and the divisions from the financial risk associated with covering individuals who are not eligible.

SITE NAVIGATION

SCROLL DOWN TO BEGIN THE TWO-STEP AUDIT PROCESS

RETURN TO THIS PAGE ANY TIME BY CLICKING THE PWCG ICON IN THE TOP LEFT CORNER

VERIFICATION STEPS & RESOURCES

- Step #1: REVIEW YOUR CONTACT INFORMATION
- Step #2: UPLOAD & CHECK STATUS**
- INSUFFICIENT DOCUMENTS? Details Here
- Need Your Affidavit? DOWNLOAD HERE
- QUESTIONS? Review the FAQs
- DOCUMENT RESOURCES - Dependent Eligibility Matrix

This will take you to the EMPLOYEE FILE page showing all of your *Uploaded documents* and *Audit Status*. If you see the document listed, you've successfully uploaded. You can click "View" to confirm document quality, if desired. You can add documents as many times as needed. If the document shows the name of a dependent for which your upload was not intended, the processing team will apply the document to the correct dependent.

Uploaded Documents

Search for Uploaded Documents

Title

Description

Document Type

[Add Birth Certificate](#)

[Add Federal Tax Return](#)

[Add Marriage Certificate](#)

[Add Proof of Joint Ownership](#)

[Add Signed Affidavit](#)

[Reset Fields](#)

Name	Date of Birth	Title	Description	Document Type	Document Date	Saved On	View
Robert		Signed Affidavit		Signed Affidavit	09/11/2026	9/11/2026 11:29:13 AM	View
Robert		Federal Tax Return		Federal Tax Return	09/11/2026	9/11/2026 11:28:38 AM	View
Robert		Marriage Certificate		Marriage Certificate	09/11/2026	9/11/2026 11:27:36 AM	View
Robert		AFFIDAVIT	Unsigned Affidavit	Unspecified	09/01/2026	8/31/2026 4:38:25	View

Next, Scroll up on the EMPLOYEE FILE from the Uploaded Documents to view **Audit Status**

When all dependents show “Verified”, no further action is needed. A system generated email will be sent in the days following your verification to the email address on file.

The screenshot shows the 'Employee File' page for Robert Taylor. The left sidebar has 'Employee File' selected. The main content area has a yellow box around the 'Audit Status' column in the table, which shows 'Not Required' for the Employee and 'Verified' for the Spouse. The 'Family Information' section is highlighted in the sidebar.

Personal Information
Family Information
Employee File

Employee File

Step 2 - Use the links below to upload each of your required documents, including your **Signed Affidavit**.

Upload Example: Click *Add Marriage Certificate*, then select *Choose File* to navigate to the saved file or image from your mobile device or computer, add/edit the document *Title*, and click *Save*.

Your document will be scanned for acceptability and a status will be provided after each upload.

Please allow **up to 5 business days** for your dependent status to be validated.

Have you uploaded documents but your dependents are Not Verified?
Missing or insufficient documents are listed under each dependent on the **Family Information section to the left.**

Robert Taylor Employee

Name	Relationship	Date of Birth	Audit Status	View and Upload
Robert .	Employee		Not Required	View and Upload Documents
	Spouse		Verified	View and Upload Documents

Uploaded Documents

If you’ve uploaded documents and after 5 business days the dependent status shows “**Not Verified**” you can find out what additional documents are needed by clicking **Family Information** and following the instructions on that page.

The screenshot shows the 'Employee File' page for Kim Shands. The left sidebar has 'Family Information' selected. The main content area has a yellow box around the 'Audit Status' column in the table, which shows 'Not Required' for the Employee, 'Not Verified' for the Spouse, and 'Verified' for the Child. The 'Family Information' section is highlighted in the sidebar.

Personal Information
Family Information
Employee File

Employee File

Step 2 - Use the links below to upload each of your required documents, including your **Signed Affidavit**.

Upload Example: Click *Add Marriage Certificate*, then select *Choose File* to navigate to the saved file or image from your mobile device or computer, add/edit the document *Title*, and click *Save*.

Your document will be scanned for acceptability and a status will be provided after each upload.

Please allow **up to 5 business days** for your dependent status to be validated.

Have you uploaded documents but your dependents are Not Verified?
Missing or insufficient documents are listed under each dependent on the **Family Information section to the left.**

Kim Shands Employee

Name	Relationship	Date of Birth	Audit Status	View and Upload
Kim	Employee		Not Required	View and Upload Documents
Erik	Spouse		Not Verified	View and Upload Documents
Mel	Child		Verified	View and Upload Documents

Find the unverified Dependent(s) and view each list of “Action Needed - missing documents”

The screenshot shows the 'Family Information' page in a web application. The left sidebar has 'Family Information' selected. The main content area has a heading 'Family Information' and instructions about dependent verification. Below this, there are three columns for dependents: Kim (Female Employee), Erik (Male Spouse), and Mel (Female Child). Erik's status is 'Unverified', which is highlighted with a yellow box. A yellow circle and arrow point to the 'Edit >' link for Erik. Mel's status is 'Verified'.

Personal Information

Family Information

Employee File

Family Information

View your covered dependents below. If have uploaded verification documents for your dependents, please allow **up to 5 business days** for your record to update.

You will receive a confirmation email (if one has been provided) once your dependent verification is complete.

Have you uploaded documents but your dependents are not verified?
Missing or insufficient documents are listed by clicking **EDIT and scrolling to the bottom. Please submit the required documents before the deadline.**

Kim Female Employee Edit >	Erik Male Spouse Unverified Edit >	Mel Female Child Verified Edit >
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Scroll down to Dependent Custom Fields for **Action Needed** to see what documents are still required/missing/unreadable. Then, click “Save” or “Cancel” to exit – or click the HOME icon at the top.

The screenshot shows the 'Dependent Address Information' form. It has a section for 'Address Information' with fields for Address 1, Address 2, City, State (set to VA - Virginia), and Zip. Below this is a section for 'Dependent Custom Fields' which is highlighted with a yellow box. It lists three 'Action Needed' items: 'Action Needed 1 - Missing Proof of Joint Ownership – Joint Bill/Statement <6 months OR Fed Tax Return (2024 or 2025)', 'Action Needed 2 - Dependent Audit', and 'Action Needed 3 - Dependent Audit'. A yellow arrow points to the first item. At the bottom are 'Save' and 'Cancel' buttons.

Dependent Address Information

Address Information

Address 1

Address 2

City

State

Zip

Dependent Custom Fields

- Action Needed 1 - **Missing Proof of Joint Ownership – Joint Bill/Statement <6 months OR Fed Tax Return (2024 or 2025)**
- Action Needed 2 - Dependent Audit
- Action Needed 3 - Dependent Audit

[Save](#) [Cancel](#)