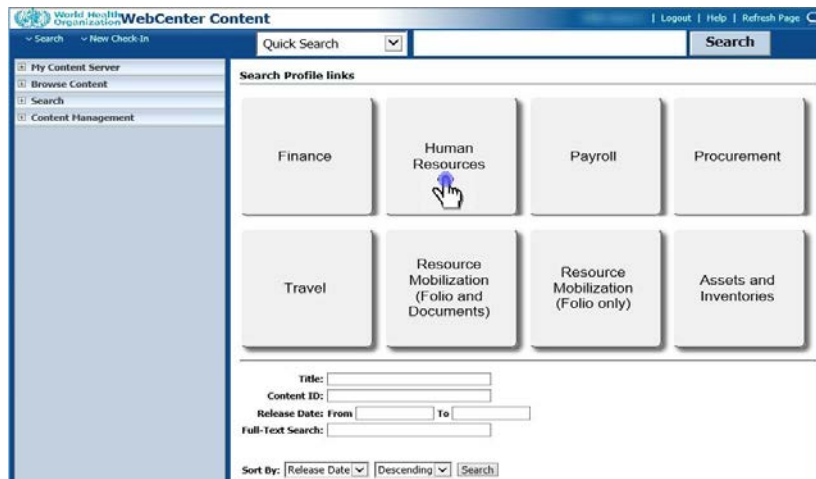
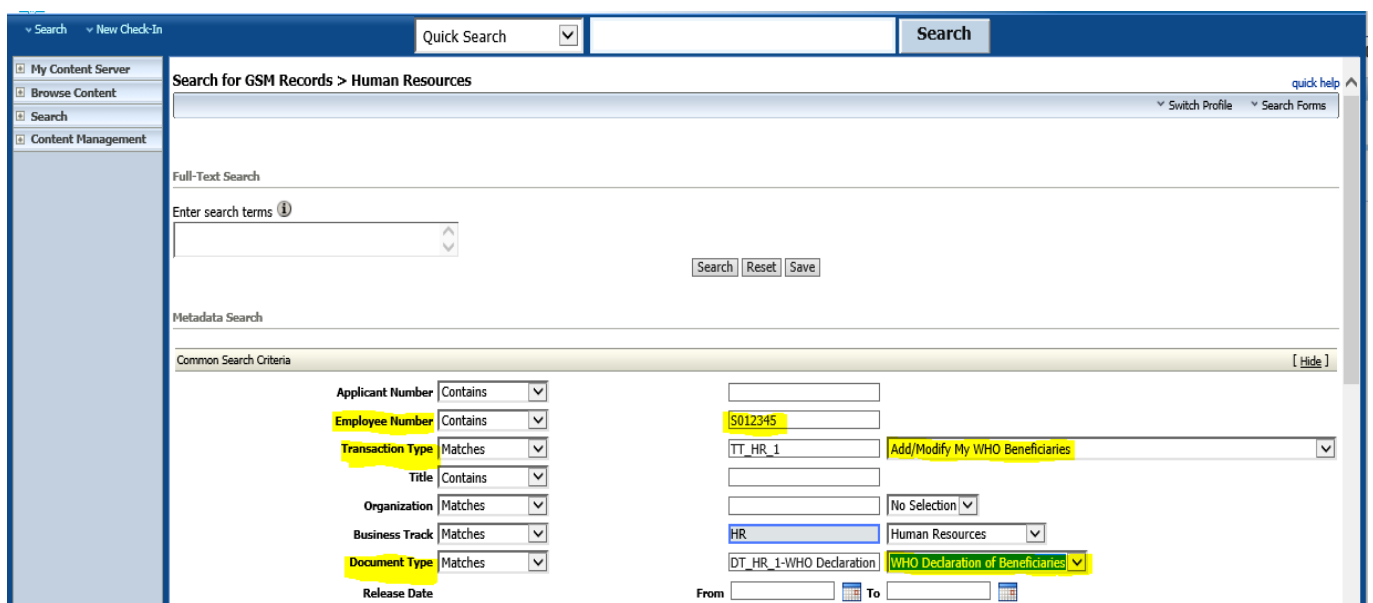


Guidelines on How to Search your ECM folder

1. Go to the Enterprise Content Management ([ECM Login](#))
2. Enter your WIMS Username and Password
3. Click on the **Human Resources** button to open the search page.
4. A search page appears



5. **Search options:** Simplest is enter your **Employee number**, click **Search** and once the page shows the documents in ECM, scroll through to find WHO Declaration of Beneficiaries. Alternatively, for a targeted search:
 - a. Enter **Employee number** - your staff number (e.g. **S12345**) and under **Transaction Type**, select from dropdown list - **Add/modify My WHO Beneficiaries**; OR
 - b. Enter **Employee number** and under **Transaction Type**, select from dropdown list - **Onboarding** (use this search option if the WHO 90.6 was uploaded during the onboarding process.)
 - c. Optional in combination with points a and b above – under **Document Type** select from dropdown list - **WHO Declaration of Beneficiaries** OR **Designation of beneficiaries** as per the selected Transaction type.



6. Click **Search**

7. Look for **WHO Declaration of Beneficiaries OR Designation of beneficiaries'** form in the search results

Select	ID	Title	Date	Author	Actions
<input type="checkbox"/>	WCC	S01 WHO Declaration of Beneficiaries	2018-04-09		 

OR

Select	ID	Title	Date	Author	Actions
<input type="checkbox"/>	WCC	S Designation of beneficiaries	2020-04-22		 

8. Click on the [WCC](#) link to open the form.

9. View the form and verify if changes are required.

10. If change required, go to [Guidelines How to Complete & Upload my WHO beneficiaries through GSM Self-Service.](#)

11. If no change required close the form.