

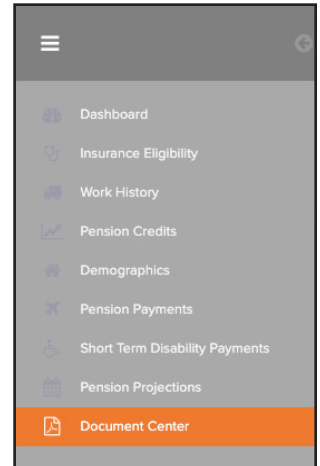


HOW TO SUBMIT A DOCUMENT

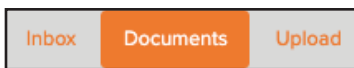
The Document Center is where you can upload documents and submit fillable forms. It also has an Inbox, where Ohio Laborers Benefits can securely share documents and messages with you.

You can access the Document Center two ways:

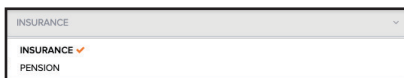
- By selecting the Document Center icon from the Dashboard.
- By choosing the Document Center options from the side menu.



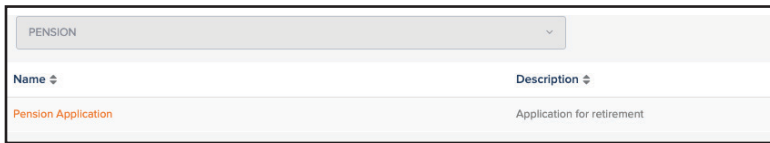
1. To fill out a form to submit, choose the **“Documents”** tab from the Document Center. You may automatically be on this screen.



2. Choose whether you want to fill out an Insurance form or a Pension form from the drop down.



3. Select the form you wish to fill-out. (If you do not see the form you are looking for, you can download the form from ohiolaborers.com and upload it to the Document Center.)



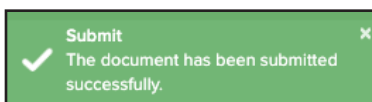
4. Fill out the form.
5. Once complete, click **“Submit”**. You can also preview or download the filled out form.



6. A signature screen will pop-up. If using a touch screen phone or tablet, you can use your finger or a stylus to sign your name. If using a computer, use your mouse to sign your name. Click **“Sign & Submit”** once complete.



A green success notification will appear in the upper, right corn of your screen.



If you have any question, please contact Ohio Laborers Benefits at support@ohiolaborers.com.