

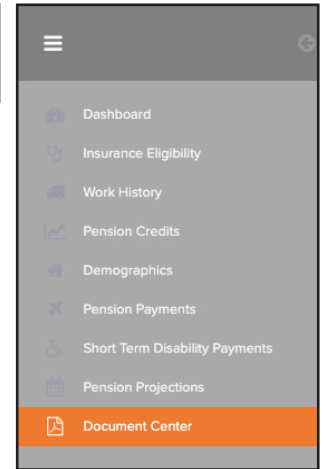


HOW TO UPLOAD A DOCUMENT

The Document Center allows you to 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:

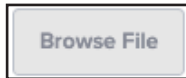
- By selecting the Document Center icon from the Dashboard.
- By choosing the Document Center options from the side menu.



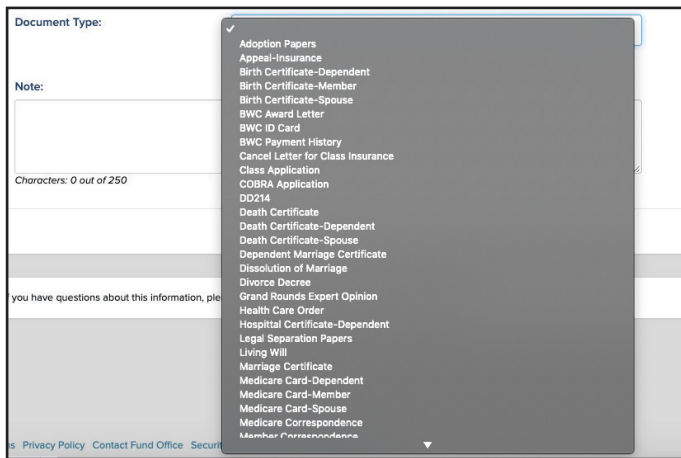
1. To upload a document, choose the **“Upload”** tab from the Document Center.



2. Click **“Browse File”** and browse through your computer to find the document you wish to upload. *(File formats: PDF, .jpg, .png.)*



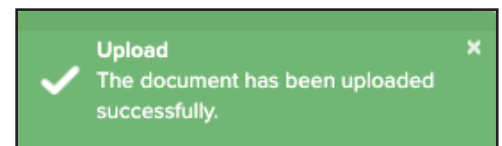
3. Select the Document Types that best describes the document you are uploading.



4. Add a Note to go with the document *(optional)*.



5. Click **“Submit”** to securely submit the document. A green notice will pop-up in the upper right corner of your screen, once the submission is complete.



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