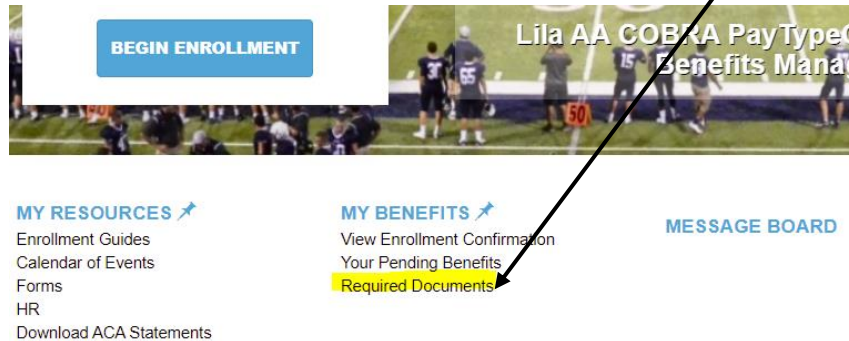
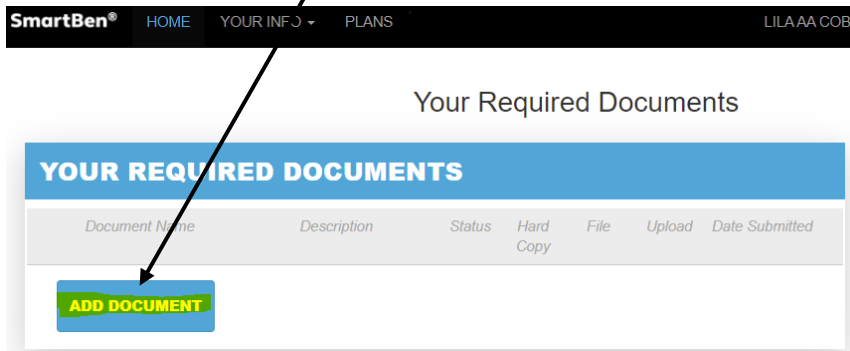


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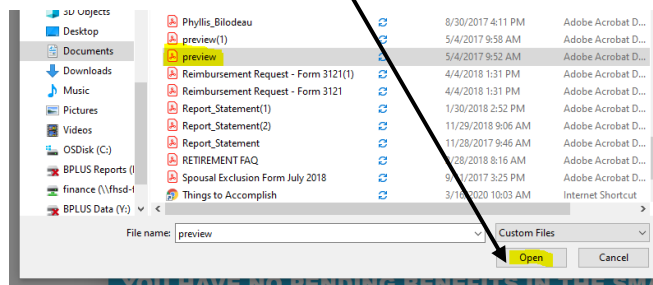
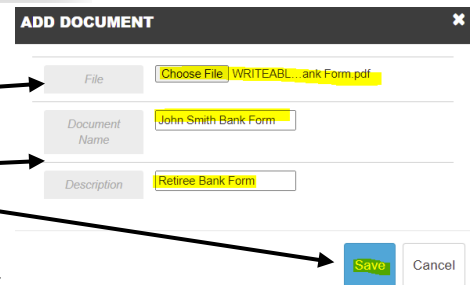
1. From the SmartBen home screen: click on Required Documents under My Benefits.



2. Next, click the Add Document button.



3. On the pop-up menu, choose your file then type your name and description and click save.
 - a. When choosing your file, make sure you click the "Choose File" button and then find your filled out Bank form, select, and "open". This should then list the document name next to the "Choose File" button as shown in the screenshots.



4. Repeat the process to add another document by clicking "ADD DOCUMENT" and starting back at step #2 on this sheet.

Continue for further instructions!

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**** REPEAT THIS PROCESS FOR YOUR VOIDED CHECK! ****

In order to fully complete your benefits we need:

- **ELECTION OF YOUR BENEFITS IN SMARTBEN**
- **COMPLETED BANK FORM (UPLOADED)**
- **PICTURE OF YOUR VOIDED CHECK (UPLOADED)**