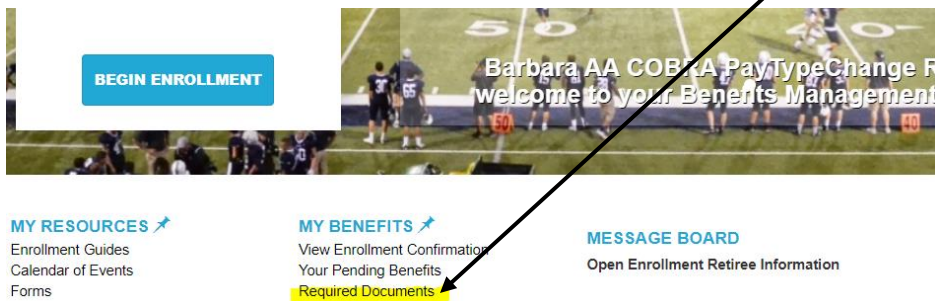
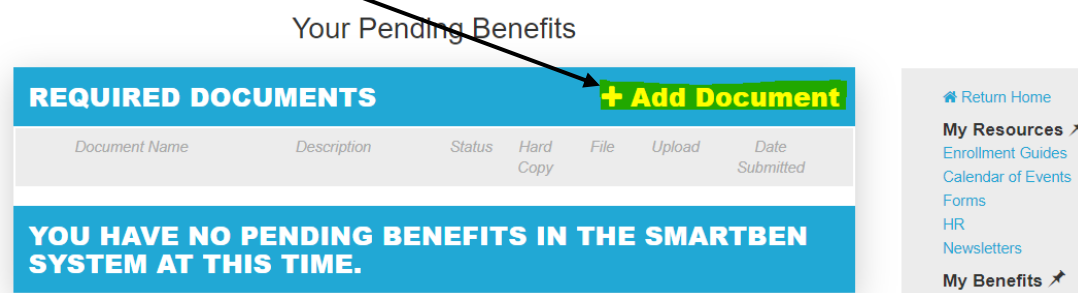


Uploading Bank Information on SmartBen

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

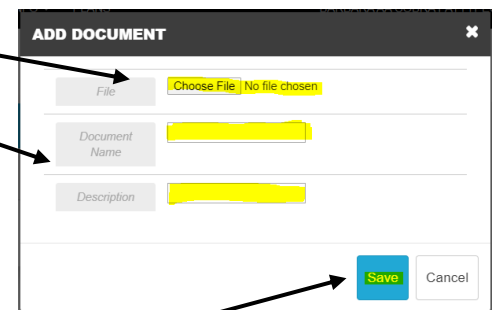
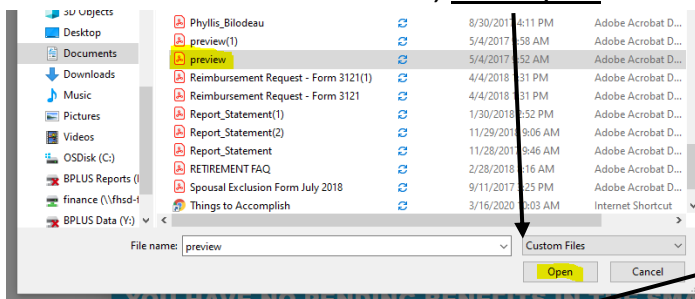


2. Next, click Add Document.



3. On the pop-up menu, choose your file and then type the name and description.

- a. When selecting file, once your file is selected, click open.



4. Next, click Save.

REPEAT THIS PROCESS TO UPLOAD AN IMAGE OF 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**)