Uploading Member Documents to the DRS

When a member's record needs updating, employers can upload appropriate documents (copies of marriage certificates, Social Security cards, etc.) straight to the DRS.

This feature also can be used to submit documents associated with new hires, such as beneficiary forms – but not until the batch in which the new hire was first reported has posted.

Uploading documents through the DRS is more secure than encrypted email and faster than mail or fax.

1. Under the **Employer Reporting** section of the menu, click on **Upload Documents**. You will be taken to a screen where you can do an **Active Member Search**. Fill in the member's last name, first name, and/or full Social Security number (SSN).

2. If you have an employee matching the search input, the member will appear in the **Active Member Search Results**.

3. Click on the member's name to begin the document upload process. Three documents can be uploaded at a time. Click the **Browse** button to locate the file saved on your computer.
   Note: The following file types can be uploaded: DOC, DOCX, HTM, HTML, PDF, RTF, TXT, XLS, XLSX, XPS, TIF/TIFF, JPG, JPEG, BMP, PNG, GIF. The DRS will <u>not</u> allow users to upload a file with an unsupported extension.

4. When you've located the file(s), click **Upload**.
   a. If you uploaded the wrong file, click the **Reset** button beside the file row and it will clear the file and allow for another to be selected. If the wrong member was selected, click the **Reset Member and Files** button beside the member's name to reset all files and clear out the member selection.

5. A confirmation message will appear on the screen.