
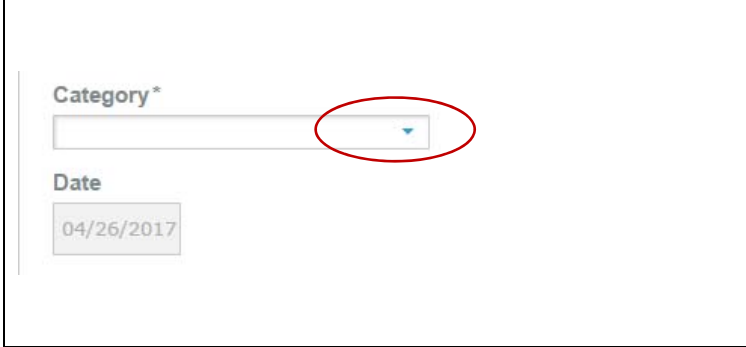
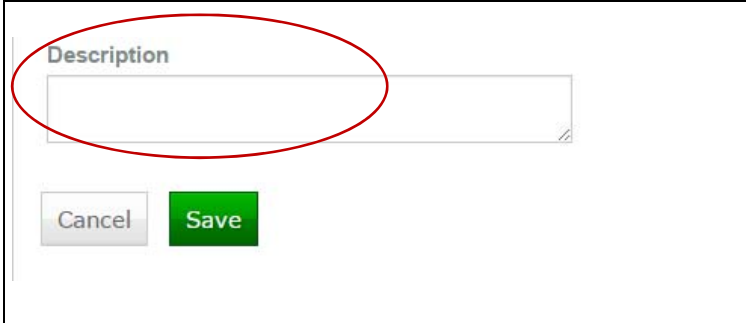
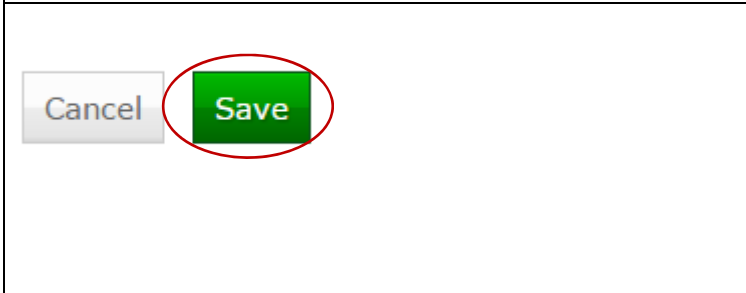


How to Upload a Document to the Document Center

Use these instructions when uploading documentation to the enrollment platform using a computer.

<p>ACCESS BENEFITS ENROLLMENT</p> <p>Click on the appropriate link below to access benefits enrollment.</p> <ul style="list-style-type: none">• Retiree• City• School	<p>1. Go to www.vbgov.com/benefits/enroll, click on the appropriate link (for example, if you're a school employee, click "School")</p>
<p>Enrollment Portal</p> <p>Click Here to Review Your Benefits</p>	<p>2. On the right side of the page, click on the Enrollment Portal, "Click Here to Review Your Benefits" button.</p>
<p>MANAGE ACCOUNT</p> <p>Login Information</p> <p>My Documents</p> <p>Life Change</p>	<p>3. On the left side of the page under "Manage Account," click on "My Documents."</p>
<p>+ Add Document</p> <p>Please complete the information below.</p> <p>Browse for File* ?</p> <p>Choose File No File Chosen</p> <p>Hover over the (?) above to view accepted file types.</p>	<p>4. Click on "+ Add Document," then "Choose File" to find the file you have saved on your computer.</p>

 <p>A screenshot of a form with a text input field labeled "Document name*" circled in red.</p>	<p>5. Under “Document name,” name the document based on what kind of document you’re uploading.</p>
 <p>A screenshot of a form with a dropdown menu labeled "Category*" circled in red. Below it is a date field with the value "04/26/2017".</p>	<p>6. Click to open the drop down menu under “Category*,” and select the type of document you are uploading.</p>
 <p>A screenshot of a form with a text area labeled "Description" circled in red. Below the text area are "Cancel" and "Save" buttons.</p>	<p>7. Under “Description”, type a brief summary of what the document is.</p>
 <p>A screenshot of a form with a "Save" button circled in red. A "Cancel" button is also visible.</p>	<p>8. Once you’ve completed naming the document, selecting what kind of document it is from the drop-down menu, and typing a brief description, click “Save.”</p>