

Benefit Resources, Inc. Secure File Transfer

Your Census Report, including data certification forms, will be posted on our website electronically through our Secure File Transfer.

In order to comply with privacy laws, we no longer e-mail any files with participant information without your permission. All confidential files will be uploaded to the Benefit Resources secure website for you to download from the '*File Retrieval*' tab.

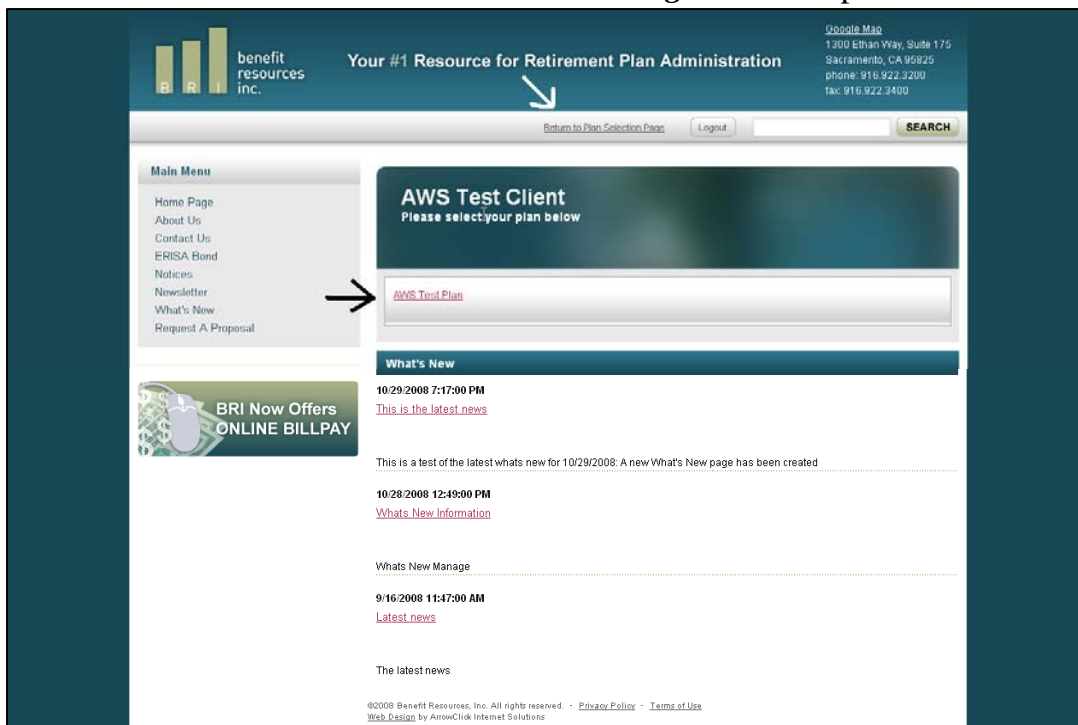
Please upload files to Benefit Resources through the 'Secure File Transfer' application on the '*General Information*' tab – it's safer than email!

INSTRUCTIONS:

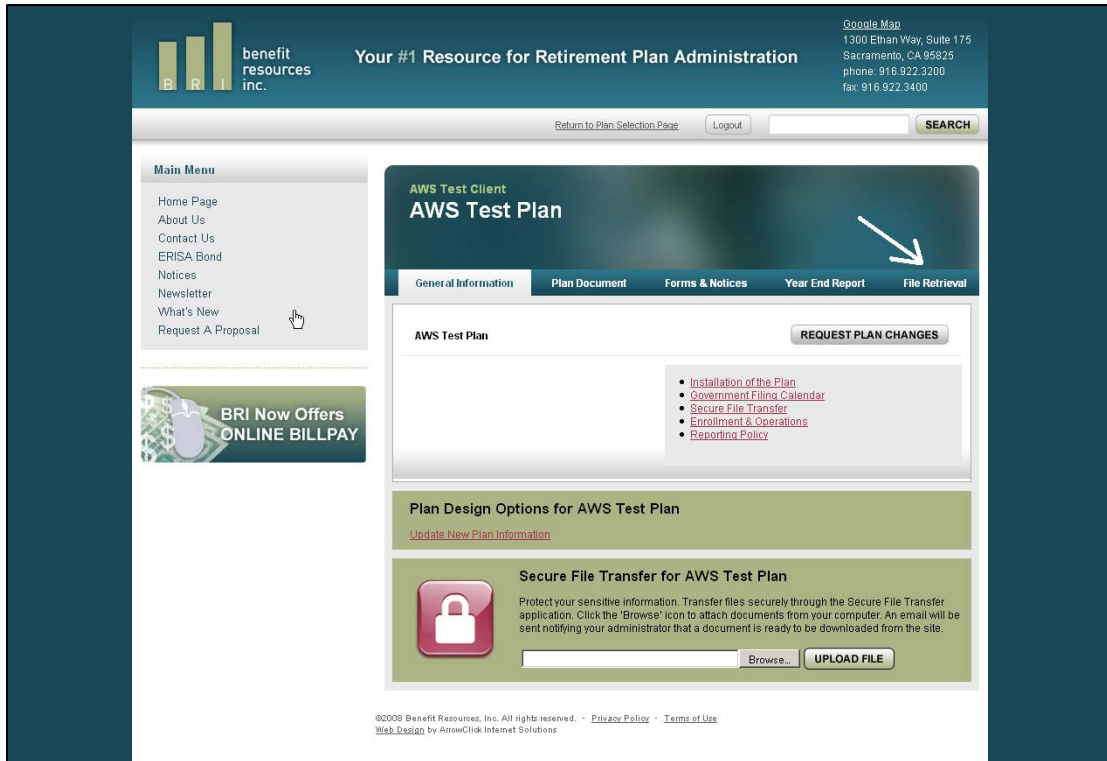
You should have received an email notifying you of your username (your email address) and password. If you never received the email or have forgotten your password, you may visit the website at www.benefit-resources.com, and select the '*Forgot My Password*' button. A new password will be emailed to you after the form has been completed.

To Pick Up a File:

1. Login to the Benefit Resources website at www.benefit-resources.com.
2. Select the applicable plan. If the name of your plan does not appear, you may have to select the '*Return to Plan Selection Page*' on the top of the screen.



3. On the top of the screen you will see a horizontal list of tabs. Select the '**File Retrieval**' tab on the far right hand side.



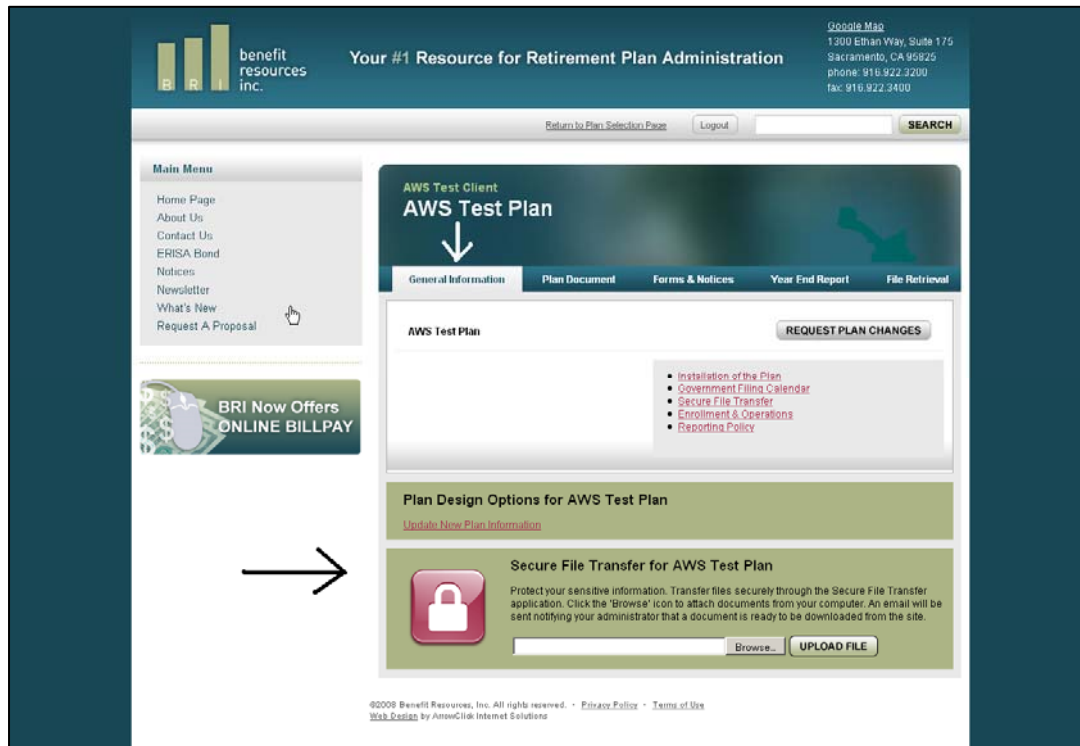
4. Select the file you would like to download.
5. **Save the file to your computer.**

Please Note: If your administrator requires you to review the file and make edits and/or changes, you will need to save the file to your computer. You may then post the updated file to the website by following the instructions below.

Instructions on how to post a file are on the next page.

To Post a File:

1. Login to the Benefit Resources website at www.benefit-resources.com.
2. Select the applicable plan. If the name of your plan does not appear, you may have to select the '**Return to Plan Selection Page**' on the top of the screen.



3. On the '**General Information**' tab, you will see the '**Secure File Transfer**' application in the middle of the screen. Select the '**Browse**' button to find the file on your computer that you would like to attach. Select the '**Upload File**' button to upload the file.

Thank you! Please call us at 916/922-3200 if you have any questions.