

How to submit your forms and documents through the DocUpload portal

With our new BERS DocUpload, the form submission process becomes easy! **Please note: We no longer accept documents sent by email.**

On the BERS website you can now click on the appropriate link that matches your status to upload your forms and documents.

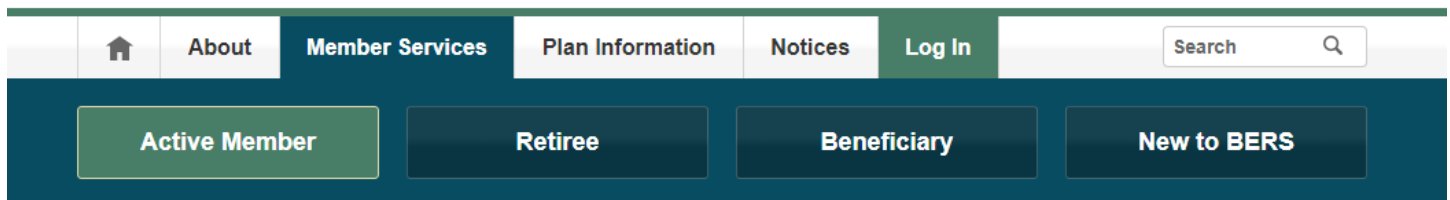
Step 1:

Visit the nycbers.org website and select the Member Services tab.



Step 2:

Click the button that matches your status - [Active Member](#), [Retiree](#), [Beneficiary](#), or [New to BERS](#).



Step 3:

Select Upload a Form on the left navigation pane and then click the DocUpload link on the page.

Resources

Unclaimed Funds

[Upload a Form](#)

BERS does not accept forms emailed as attachments. You can use our BERS **DocUpload** to upload your forms and required support documentation for processing your request. Please make sure to provide your contact information (Name, Phone, and email) and your member number so that we can process your request. Your member number is a six-digit number that begins with a 5 or 6. You can locate this number on your pay stub in the upper left corner. Please make sure you upload one form at a time with any supporting documents and select the matching document from the Document Type drop-down list. Check that all your documents have been filled out properly and have them ready to upload.

The BERS **DocUpload** should only be used to submit forms and documents to BERS for processing. BERS representatives will process your document(s) submitted and reach out if they have any questions or concerns. You can continue to email us at brespon@bers.nyc.gov if you have any questions or need additional assistance.

Step 4:

Fill out the Form Submission fields with your personal information. Fields that are highlighted with a red asterisk* must be completed to submit a form or document.

The image displays three screenshots of the BERS DocUpload portal, each showing a different form submission interface. The first screenshot, titled 'Member's Form Submission', shows fields for Member Number*, Member First Name*, Member Last Name*, Member Contact Phone*, and Member Contact Email*. The second screenshot, titled 'Retiree Form Submission', shows fields for Member Number*, Member Last Name*, Member First Name*, Contact Phone*, and Contact Email*. The third screenshot, titled 'Non-Member Submission', shows fields for Contact Name*, Contact Phone*, Contact Email*, Member Number (with a note that it is not required for new members), and Member First Name. All fields are accompanied by input boxes and a 'Select an option' dropdown menu.

Step 5:

You must upload one document at a time and select the matching name for the document from the Document Type drop-down list. A document is all the pages that belong to a form and should be combined into one PDF file. Please do not upload one page at a time. If a document has multiple pages, they should all be combined before you upload.

The image shows a screenshot of the BERS DocUpload portal. It features a 'Document Type*' dropdown menu with the text 'Select the form from the drop down list. The form document number can be found in the bottom left corner of your form.' Below this is a 'Select an option' dropdown menu. Underneath is the 'Upload files - PDF File ONLY*' section, which includes a dashed box for file upload, a 'Drag and drop files' instruction, and a 'Select Files' button.

Quick Access

Scan the QR below that matches your profile to go directly to the DocUpload portal. This new method ensures a smoother experience for you.

Active Member



Retiree Member



Beneficiary



New to BERS



As always, you can continue to email us at brespon@bers.nyc.gov for any questions and inquiries you may have. ■