

## 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.

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f	About	Member Services	Plan Information	Notices	Log In	Search	Q

## Step 2:

Click the button that matches your status - Active Member, Retiree, Beneficiary, or New to BERS.

Ħ	About	Membe	r Services	Plan Information	Notices	Log In	Search	٩	
Active Member		Retiree		Beneficiary		New to BERS			

## Step 3:

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

BERS does not accept forms emailed as attachments. You can use our BERS DocUpload to<br/>upload your forms and required support documentation for processing your request. Please make<br/>sure to provide your contact information (Name, Phone, and email) and your member number so<br/>that we can process your request. Your member number is a six-digit number that begins with a 5<br/>or 6. You can locate this number on your pay stub in the upper left corner. Please make sure you<br/>upload one form at a time with any supporting documents and select the matching document from<br/>the Document Type drop-down list. Check that all your documents have been filled out properly<br/>and have them ready to upload.Upload a FormThe BERS DocUpload should only be used to submit forms and documents to BERS for<br/>processing. BERS representatives will process your document(s) submitted and reach out if they<br/>have any questions or need additional assistance.Sources attachments.

#### 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.

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Member's Form Submission You can use the IBIS Dockplant to spland your forms and majored documentation for processing your request. Present was and in this dock your contract information (how, Proce, and Earli) and your member analysis in the	Retiree Form Submission Was can see the BBS Dockladed to advance and required documentation for processing your request. Proce makes that is follow contract information (Jones, More, and Crail) and your members in the	Non-Member Submission To can see the IUS Dictubiate to uplaad your forms and required documentation for proceeding your request. Proce makes use to all out of our contract information towars, and funding and member number (if
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## 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.

your form.	the drop down list. The form document number can be found in the bottom left corner of
Select an option	•
Upload files - PDF	File ONLY *
[	
	Drag and drop files

# **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 <a href="mailto:brespon@bers.nyc.gov">brespon@bers.nyc.gov</a> for any questions and inquiries you may have.