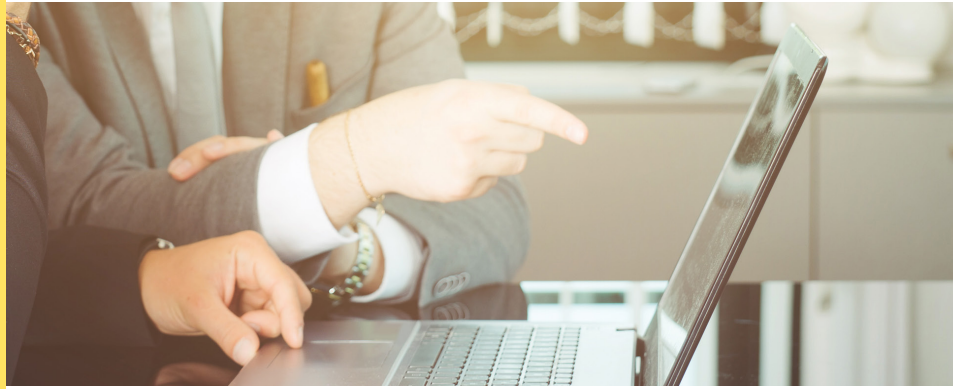


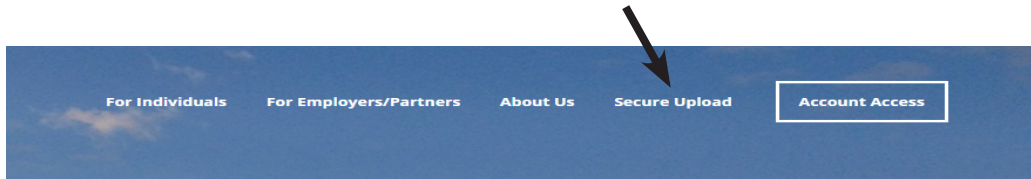
National Benefit Services

Secure Upload Instructions



National Benefit Services is dedicated to keeping your plan and private information safe and secure. The Secure Upload feature of www.nbsbenefits.com enables you to send us sensitive information in a secure manner.

Access the Secure Upload by clicking on "Secure Upload" on the www.nbsbenefits.com homepage.



Secure Upload Quick Tips

- Please complete all fields before clicking "Submit"
- The secure upload will accept the following file types: pdf, xls, xlsx, csv.
- Up to five files may be uploaded at one time. To attach files, drag them into the yellow drop box or select the browse icon to select the file from your computer.
- The password is nbs1secure.
- After clicking "Submit" you will receive a message that the upload was successful and you will also receive a confirmation email.

A screenshot of the Secure Upload form. The form consists of several input fields: "Client Name", "Sender's Name", "Sender's Email", "NBS Department" (a dropdown menu), "Work Type" (a dropdown menu), "Plan Year End Date" (with a calendar icon), a yellow "Drop Files Here" box with an upload icon, and "Secure Password". A black arrow points from the "The password is nbs1secure." tip to the "Secure Password" field.

Submit

For more information,
please call
(800) 274-0503

