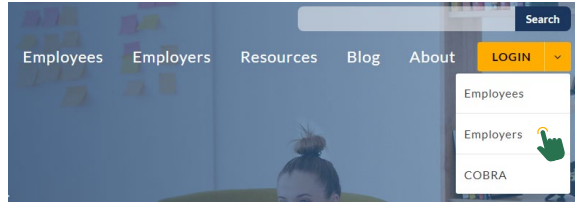




INSTRUCTIONS FOR UPLOADING TO BRIWEB

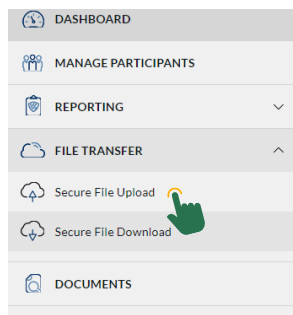
Open Enrollment Email Communications

Access the following features by logging into [BRIWEB](#) through [BenefitResource.com](#) using your employer Tax ID and employer password.



BASIC UPLOADING INSTRUCTIONS

STEP 1: From the left navigation menu, click **File Transfer**. From the drop down, select **Secure File Upload**.



STEP 2: On the Secure File Upload screen, choose the file type **Email Communications** and the plan type for the file you are uploading.

CHOOSE THE FILE TYPE:

CHOOSE THE PLAN TYPE:

STEP 3: Enter your return email address to receive confirmation. Use the + button to enter additional email addresses for any other recipients (*optional*).

ENTER EMAIL(S) TO RECEIVE CONFIRMATION:

STEP 4: Select **Choose File** to find the file with your list of participant names and email addresses (CSV file type is preferred). Add any notes about the file in the **Comments** section.

FILE
 No file chosen

COMMENTS
Note: if you are sending a Deduction/Funding File, the total should be included in this section.

STEP 6: Click **Upload** to initiate the upload.

STEP 7: Complete the **Email Request Form** at [BenefitResource.com/email-request-form/](#) to initiate the sending process.

