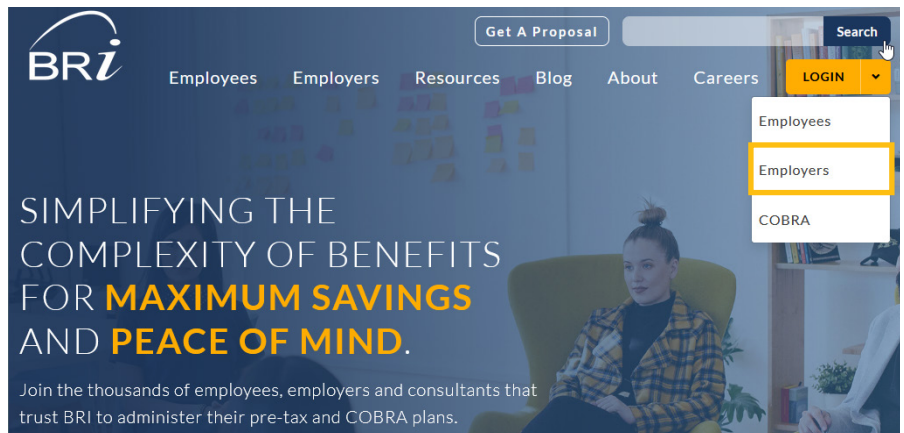# File Exchange Process

BENEFIT RESOURCE, LLC

Please follow these detailed steps to exchange files with Benefit Resource. If you have any questions, please contact your assigned Client Operations Specialist for assistance.

HOW TO NAVIGATE TO BRIWEB

Go to **BenefitResource.com** and click the yellow **Login** button. Select '**Employers**' from the dropdown.

This will take you to the Secure BRIWEB Employer Portal.

LOG IN TO BRIWEB WITH YOUR EMPLOYER ID AND PASSWORD

- **Login ID**: ER Federal Tax ID

- **Password**: Select '**First-Time Login**' and follow the prompts on the next page.

- Enter your Login ID.

- A password will be sent to the email address BRI has on file. First time users will be sent a temporary password that must be updated for future secure logins.

File Exchange Process

BENEFIT RESOURCE, LLC

OPTION 1: UPLOADING A FILE

Select the **File Transfer** tab. From the drop down menu, click **Secure File Upload**.

- Select the file type*
- Select the plan type
- Enter email(s) (select the + sign to add multiple emails)
- Locate the file from your computer
- Add any additional comments
- Click the **Upload** button

After clicking Upload, you will receive a confirmation email at the email(s) you listed.

*The selection of certain file types will launch the BRI Import Wizard. **Click here** to learn more about this tool and get instructions on how to use it.*

OPTION 2: DOWNLOADING A FILE

Select the **File Transfer** tab. From the drop down menu, click **Secure File Download**.

These are example files that can be downloaded. Actual options will vary. Click a file to download it to your computer.