

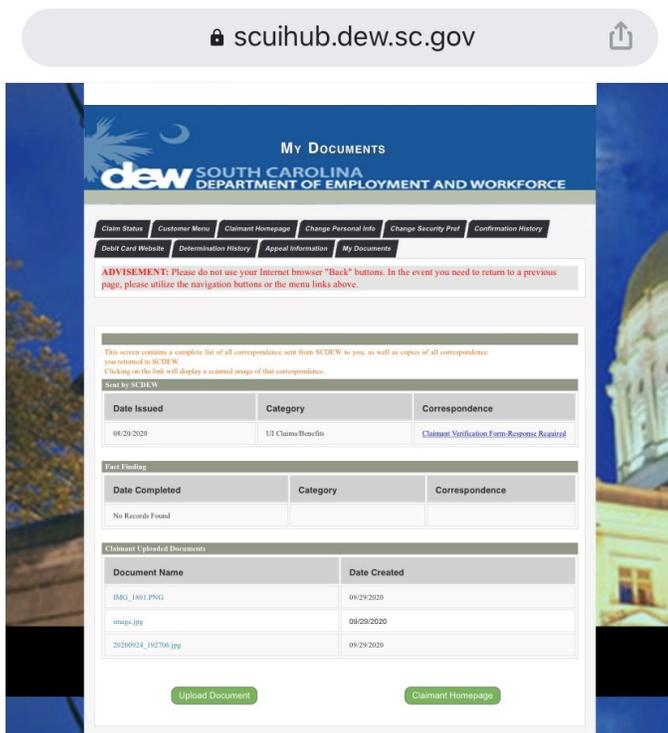


# How to **UPLOAD A DOCUMENT** to the MyBenefits portal **ON A MOBILE PHONE**

Have you been asked to upload documentation to DEW? Here's the process on how to complete this from your mobile phone, but is the same process on a desktop computer. If you have been asked to upload documentation to verify your identity, please ensure each page has your claimant ID number on it.

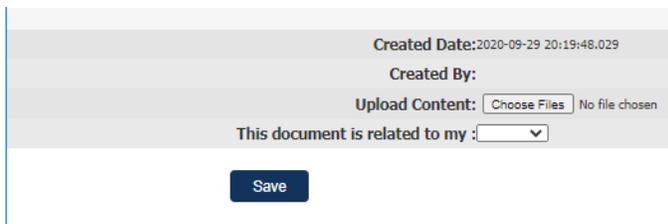
## GETTING STARTED

Once logged into your MyBenefits portal account, open the "My Documents" tab and select "Upload Document".



## UPLOAD CONTENT

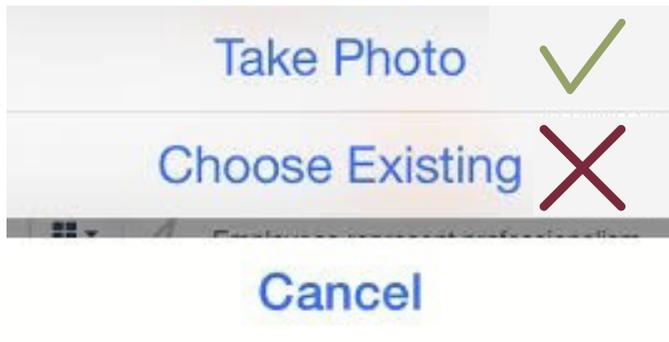
Select "Choose Files" next to Upload Content.



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## UPLOAD CONTENT

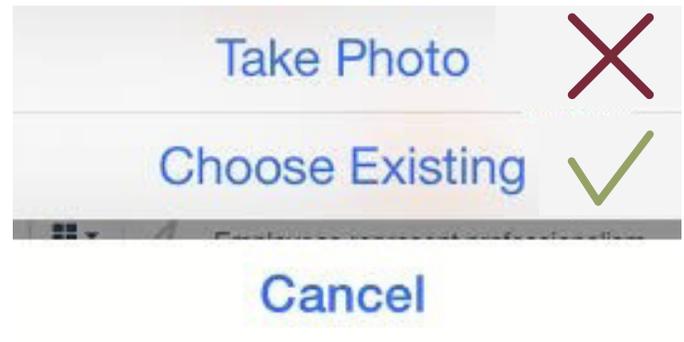
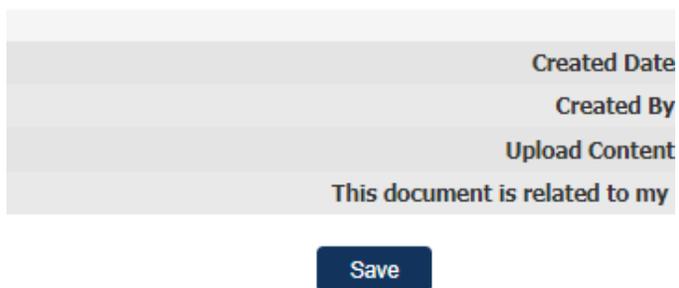
Upload your content.



### IPHONE USERS:

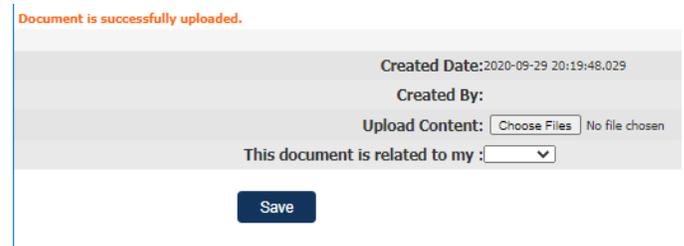
You cannot upload a photo that is already on your phone because the file name will be too long and you will receive a rejection as shown below. You will need to choose "take photo" in order to allow the picture to be accepted by the CSS Portal.

- **Uploaded Document name cannot be more than 30 Characters.**



### ANDROID USERS:

You must first save the photo to your phone and upload from the camera roll in order to allow the picture to be accepted by the CSS Portal.



## SAVING CONTENT

Next to the "This document is related to my:" field, select the appropriate answer and then select "Save".

You will see "Document is successfully uploaded" on your screen. If you do not see the document within your portal after completing the upload process, do not be alarmed. It will be visible and accessible from the administrative view.