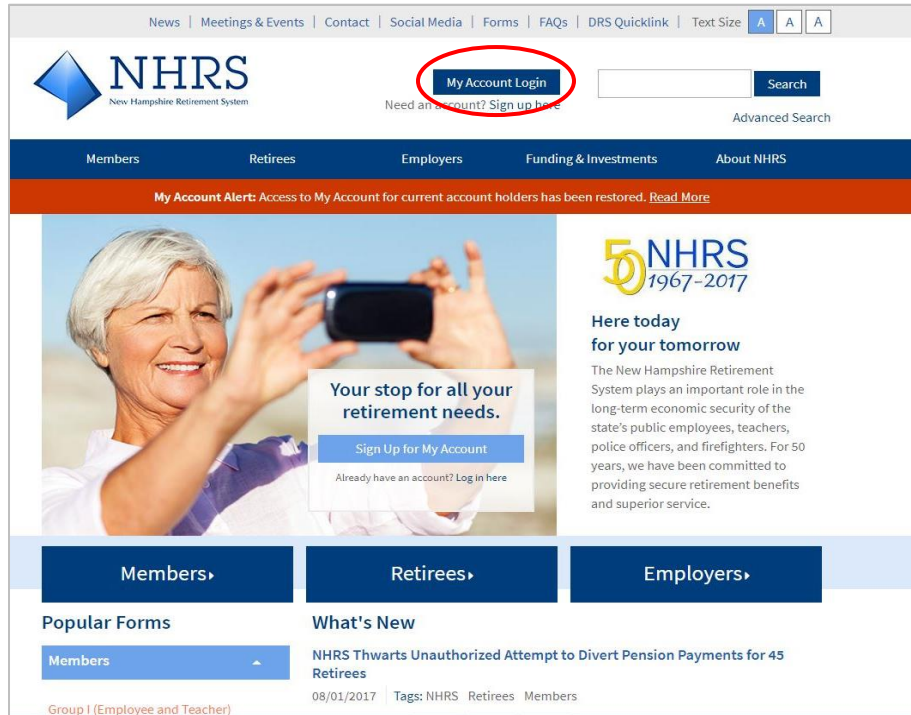
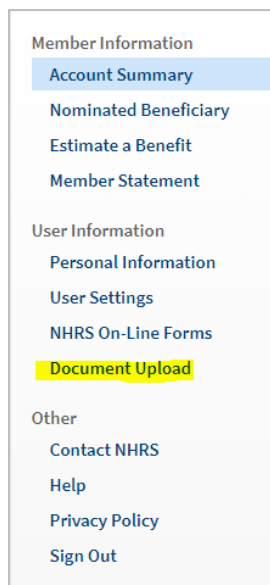


'My Account' Secure Document Upload Instructions

1. Log into *My Account* via the www.nhrs.org homepage.



2. Click on **Document Upload** in the menu on the left-side of the screen.



3. Click **Choose File** and browse to where the file you want to upload is saved on your computer. **Note:** The following file types can be uploaded through *My Account*: .PDF, .DOCX (Microsoft Word), .JPG, .PNG, .TIF.

You may upload up to 10 files at one time. There is a size limit of 35MB per upload for all of the files. **Note:** If the file sizes exceed 35MB, you may send the files in separate uploads.

The screen below shows an upload of 10 documents:

My Account - Online Forms

Document Upload

This page is for uploading forms, attachments, and related documents required by NHRS (i.e. Social Security card, driver's license, etc.). Forms are located on the nhrs.org website. Download the forms needed, complete the forms, and save them individually.

Document Upload

Forms and supporting documentation are uploaded using the button below. Each form or supporting document needs to be saved separately prior to uploading. Up to 10 documents can be uploaded at a time.

<input type="button" value="Choose File"/>	test 1.pdf
<input type="button" value="Choose File"/>	test 2.pdf
<input type="button" value="Choose File"/>	test 3.pdf
<input type="button" value="Choose File"/>	test 4.pdf
<input type="button" value="Choose File"/>	test 5.pdf
<input type="button" value="Choose File"/>	test 6.pdf
<input type="button" value="Choose File"/>	test 7.pdf
<input type="button" value="Choose File"/>	test 8.pdf
<input type="button" value="Choose File"/>	test 9.pdf
<input type="button" value="Choose File"/>	test 10.pdf

(Approved file types include PDF, Word, JPG, PNG and TIF. TOTAL maximum file size for all documents uploaded is 35 MB.)

A confirmation email is automatically sent when a form submitted through *My Account* is received. If you do not receive a confirmation email, your form was not successfully submitted.

Users will see the message below when the upload has been successfully completed:

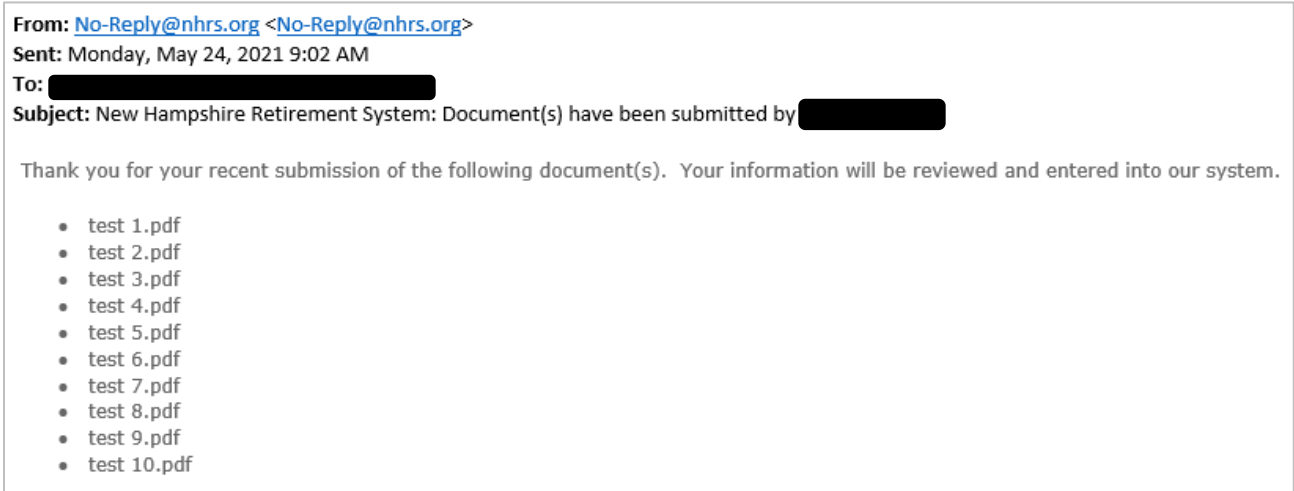
My Account - Online Forms

Document Upload

Documentation has been successfully uploaded to NHRS. If you are finished with *My Account - Online Forms*, click Sign Out above. Thank you.

[Back to Forms](#)

Users will receive email confirmation of successful file uploads. If you do not receive confirmation, please check your spam folder. If the confirmation is not there, please re-send the files, or contact NHRS at (603) 410-3500.



Error Messages

When uploading files, users may see the following error messages:

Total File Size Exceeded: The total file size of the upload exceeds 35 MB:

Document Upload has exceeded maximum file size. Reduce the number of files selected and resubmit. You may use multiple uploads to submit all of your documents. If you continue experiencing the problem, contact NHRS at (603) 410-3500 (Retirees press 2; Members press 3) for assistance.

File with a non-approved file extension: Users will receive this message if they attempt to upload a file with a non-approved file extension:

