

**SUBMITTING YOUR  
DOCUMENTS BY DOCUPLOAD  
USING A CELLULAR PHONE OR TABLET**



**STOP**

If you wish to submit your documents and applications through the DocUpload portal, first check out these tips on what you need to do to send them to BERS. Please follow the instructions below to ensure that BERS will receive your documents correctly which will allow for faster processing of your applications.



**THE BASICS**

The following basics steps apply to all methods of submission:

- Fill out your form.
- Sign and date it in front of a notary.  
(For additional tips please see our resource sheet ["NOTARIZING YOUR DOCUMENTS INSTRUCTION SHEET"](#))
- Review the form to make sure that everything is correct before you leave the notary office.



**SPECIAL NOTE FOR DIGITAL FILES:** Only 1 type of form must be within a multiple page PDF. For example: do not combine the pages of a Designation of Beneficiary form and TDA Loan application form into 1 PDF. Each type of form must be submitted separately.



**IMPORTANT:** BERS forms are designed as a 2-sided document, so if you submit the form using the DocUpload portal, you will need to make sure you either 1) print the document as single sided pages or 2) print it as a 2-sided document then make single sided photocopies of each page.



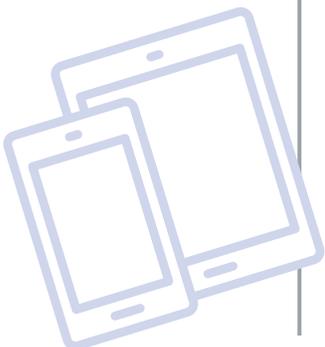
**NOTE:** BERS will only accept documents in a PDF format. Please do not take a photograph of the form then convert that photograph to a PDF. Photographs are usually saved in a jpg or jpeg format and will capture the image in shades of grey which is unacceptable. An acceptable PDF format will only save the document in black and white. Please see the examples below:

**ACCEPTABLE PDF**

Use a scan app to produce a clean black and white PDF.

**UNACCEPTABLE PDF**

Do not take a photograph then convert the image to a PDF file. BERS **will not accept** a PDF converted from a photograph.



# SUBMITTING YOUR DOCUMENTS BY DOCUPLOAD

## USING A CELLULAR PHONE OR TABLET

(Cont'd)



To convert your BERS paper application to a digital document you can install and use a scan application on your cellular phone or tablet. A scan application will capture the image of a page. If you do not have one of these apps on your cell phone or tablet these apps are available from the Google Play Store for Android or App Store for iPhone/iPad.

- Step 1** Open the scan application on your cell phone or tablet and use the camera to capture the image of each page.
- Step 2** **Save each image in a PDF format.** The application may also automatically scan the page as a JPG or JPEG. You will only need the pdf format.
- Step 3** Select each of the form's PDF pages which you scanned and use the scan app to combine all PDF pages into 1 single PDF file.
- Step 4** You may be given the option to name this new, combined PDF file. You must delete the default name inserted by the scan app and replace it with your name and BERS member number. This will help with the quicker processing of your documents.
- Step 5** Make sure that you can locate this new PDF on your cell phone or tablet once you have named it, saved it and closed the scan app. The scan can sometimes be saved in your image gallery or a document folder.
- Step 6** Go to the NYCBERS.ORG website and select the Member Service tab. Select the button which applies to you, Active Member, Retiree, Beneficiary or New to BERS. Click the link Upload a Form.
- Step 7** When the next webpage opens you may click any of the links in the copy marked DocUpload.
- Step 8** The document Submission page will open. Enter the required information in each field.
- Step 9** In the Document Type section click on the Select an Option arrow on the right and choose the type of form you wish to upload from the drop-down list.
- Step 10** Click the Select button to navigate to the combined PDF that you created using the scan app on your phone or tablet and select the PDF.
- Step 11** Click on the Submit button to submit your document.

If you have another document, repeat steps 1-11.