

SUBMITTING YOUR DOCUMENTS BY DOCUPLOAD USING A SCANNER WITH A COMPUTER



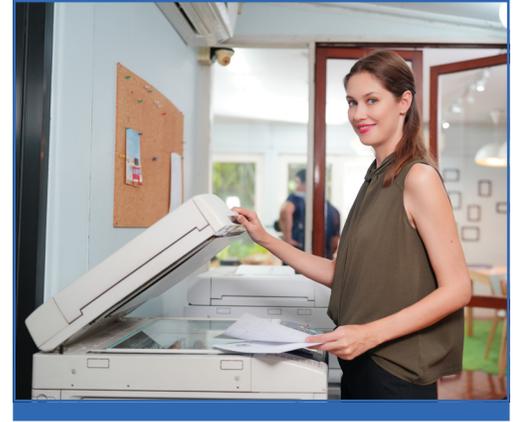
STOP

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 and this 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.



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If your scanner has a feature which allows 2-sided scanning, please select that option.

- Step 1** Scan the pages of your document in numerical order and save the scan as 1 complete PDF file.
- Step 2** Review the pages to make sure that each page was captured by the scanner.
- Step 3** Go to the [NYCBERS.ORG](https://www.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 4** When the next webpage opens you may click any of links in the copy marked DocUpload.
- Step 5** The document Submission page will open. Enter the required information in each field.
- Step 6** 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 7** Click the Select button to navigate to the combined pdf that you saved on your computer to upload the document.
- Step 8** Click on the Submit button to submit your document.



If your scanner only has a 1-sided scan option, please use the following method.

- Step 1** You must first make a single-sided photocopy of each page.
- Step 2** Review each photocopy to make sure that you do not miss any pages.
- Step 3** Put your pages in numerical order – start with page 1 on the top.
- Step 4** Scan the pages in numerical order and save the scan as 1 complete PDF file.
- Step 5** Go to the [NYCBERS.ORG](https://www.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 6** When the next webpage opens you may click any of links in the copy marked DocUpload.
- Step 7** The document Submission page will open. Enter the required information in each field.
- Step 8** 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 9** Click the Select button to navigate to the combined PDF that you saved on your computer to upload the document.
- Step 10** Click on the Submit button to submit your document.