



Instructions For Uploading Forms To Our Website

1. Scan your documents and save. Usually, you can scan multiple pages in the same file. If you do not have a scanner, take a photo of your document with your phone. Turn the flash on, hold the phone directly above the document, center the document in the frame, then take the picture. Check the picture to make sure it is in focus. Plug your phone into your computer and save the picture.
2. Open your internet browser.
3. Go to www.pelionbenefits.com
4. Select Upload Forms. It is the second tab at the top of the home page. Click [“Please use this link to securely upload your files.”](#)
5. Enter your email, first name, last name and your employer.
6. Click the blue Continue button.
7. Click the “Browse files” text in the middle of the screen.
8. Locate your saved files that you want to upload. Click on the file, then click “Open.” If you need to upload another document, click “+Add more” and repeat step 7.
9. Once you have all the files you wish to upload, click the blue Upload button in the bottom left corner.
10. Wait for the progress bar to reach 100% for each item. Once each item has “Uploaded” written and highlighted in green, you are finished.
11. Click the x to close your session.
12. You will receive an email verification indicating your file has been uploaded successfully.