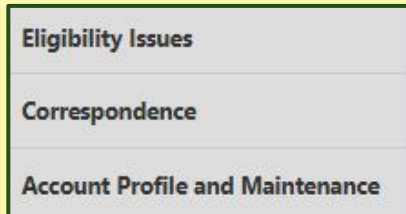


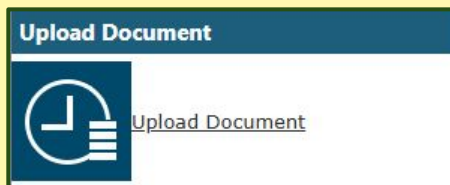
## Claimant Instructions - Upload Documents in BEACON

To upload documents in BEACON, log in to your personal [BEACON portal](#).

- Select **Account Profile and Maintenance** from the portal's left menu.



- Then, select the **Upload Document** link.

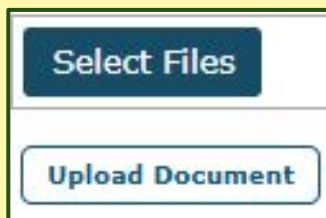


- Select the **document type** from the dropdown menu.



A screenshot of a dropdown menu in the BEACON portal. The text 'Please select the document type: \*' is followed by a dropdown arrow icon.

- Select the **Select Files** icon and locate the appropriate document. Then, select the **Upload Document** icon to add the document in BEACON.



- When your document is uploaded, it will be **displayed in the Uploaded Documents section**. Select the **Submit** icon and follow the prompts to complete the process.

