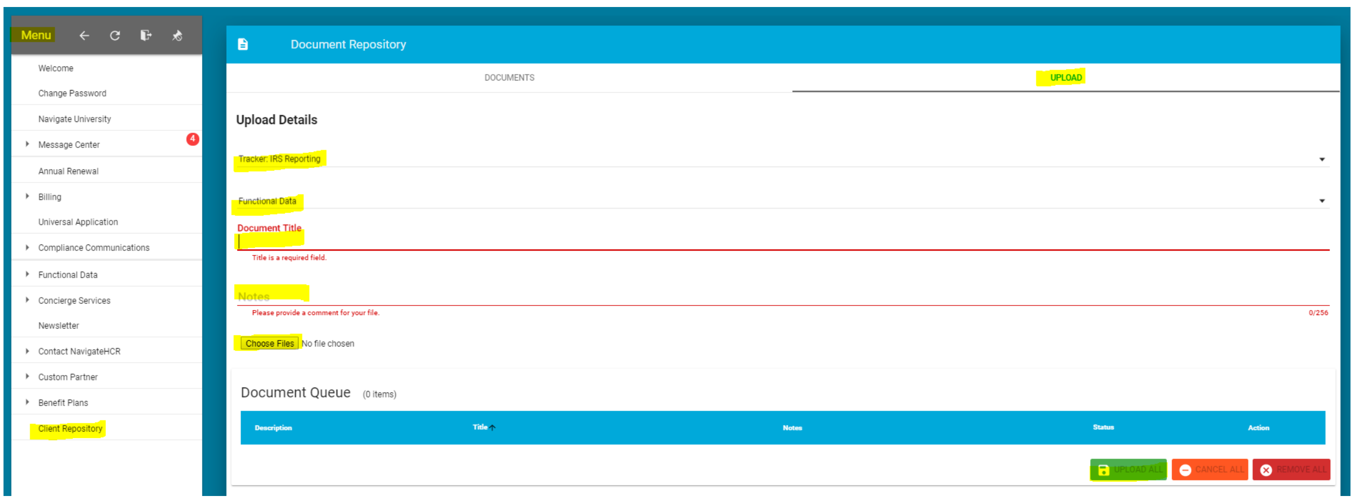
UPLOADING TO CLIENT REPOSITORY

1. Menu
2. Client Repository
3. Select product type (example: Tracker IRS Reporting)
4. Select product group (example: Functional Data)
5. Enter a Document Title and Notes (example: Dependent Data, 2018 dependents information for all EIN's)
6. Choose File from your computer you would like to securely deliver
7. Click UPLOAD ALL
8. Email your NHCR contact to notify them of the upload



Please contact the Care Team if you are unable to access the screenshot above:

Call 855-742-7427 ext. 2 **or** Email careteam@navigatehcr.com