

## **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

Menu 🔶 C 🕞 🖈	Document Repository	
Welcome Change Password	DOCUMENTS	UPLOAD
Navigate University	Upload Details	
Message Center	Tracker IRS Reporting	•
<ul> <li>Billing</li> </ul>	- Functional Data	
Universal Application	Document Title	
Compliance Communications     Functional Data	Title is a required field.	
Concierge Services	Notes Plass provide a comment for your file.	0/256
Newsletter	Choose Files No file chosen	
Custom Partner		
▶ Benefit Plans	Document Queue (0 items)	
Client Repository	Description Title (* N	stee Status Action

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