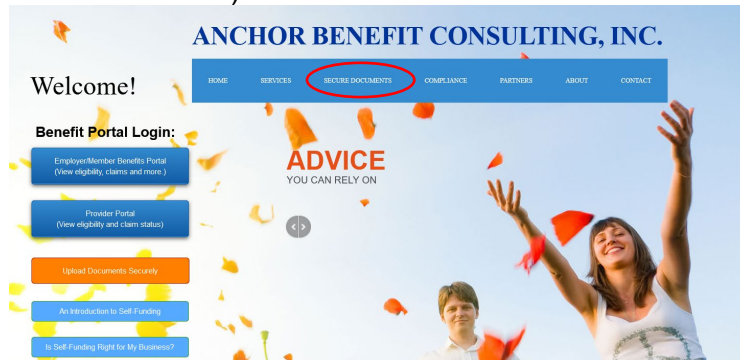


## Secure Document Upload Instructions

Your privacy is important to us! To ensure the documents you send us are not compromised, we offer a secure document upload on our website for encrypted transmission of any sensitive information you submit to us (e.g., social security number, financial information).

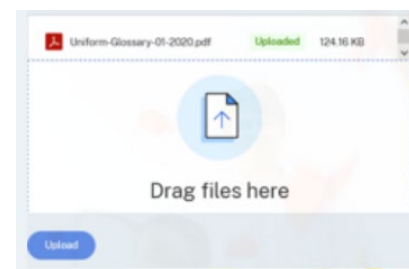
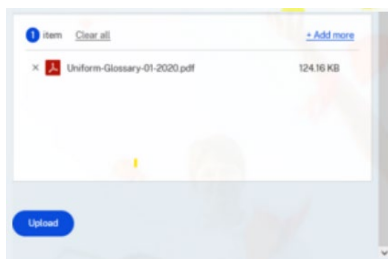
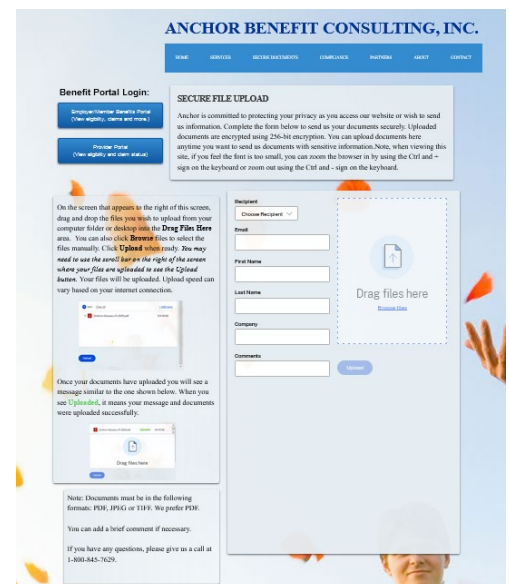


To send us documents securely, please visit [www.anchorbenefit.com](http://www.anchorbenefit.com) and click on “**SECURE DOCUMENTS**” as shown above. Once you click on secure documents, the page shown to the right will appear. Be sure NOT to visit [anchorbenefts.com](http://anchorbenefts.com) as that is NOT us.

First choose a recipient from the drop-down box. Choose “**Claims, Anchor**” to ensure the claims department receives your paperwork for processing.

Enter your name and for the company, please enter “**Employer Name/VEBA Fund**” so we can identify the appropriate account.

You can also add a brief message under comments if you feel it is necessary, but it is not required. Then drag and drop the files you wish to upload from your computer folder or desktop to the box on the screen or click **Browse** files to select them manually. When you have placed all files you wish to upload in the box, click **Upload**. Your files will be uploaded. Upload speed can vary based on your internet connection.



Once your documents have uploaded you will see a message similar to the one shown above. When you see **Uploaded**, it means your message and documents were uploaded successfully. A success message will be displayed towards the top of the form once your upload is complete. Check your spam or junk mail folder for receipt confirmation of your uploaded documents.

If you have any questions, please give us a call at 1-800-845-7629.

*Uploaded documents are encrypted using 256-bit encryption. You can upload documents here anytime you want to send us documents with sensitive information. Note, when viewing this site, if you feel the font is too small, you can zoom the*

*browser in by using the Ctrl and + sign on the keyboard or zoom out using the Ctrl and - sign on the keyboard.*