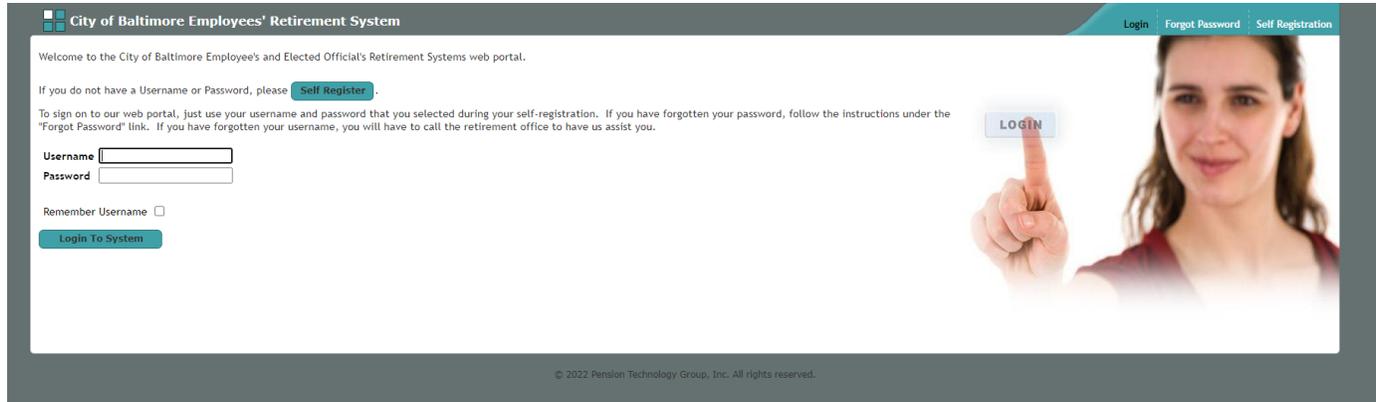
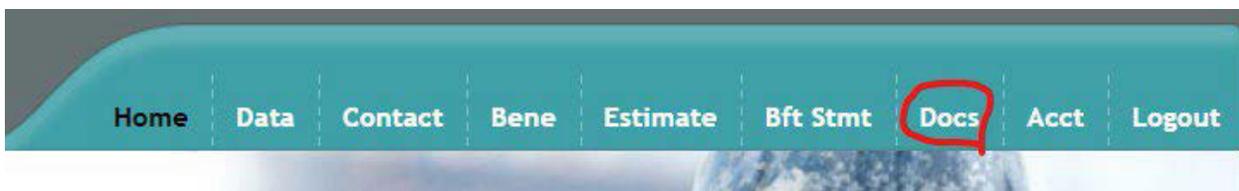


Upload Your Documents to the Member Self-Service Portal

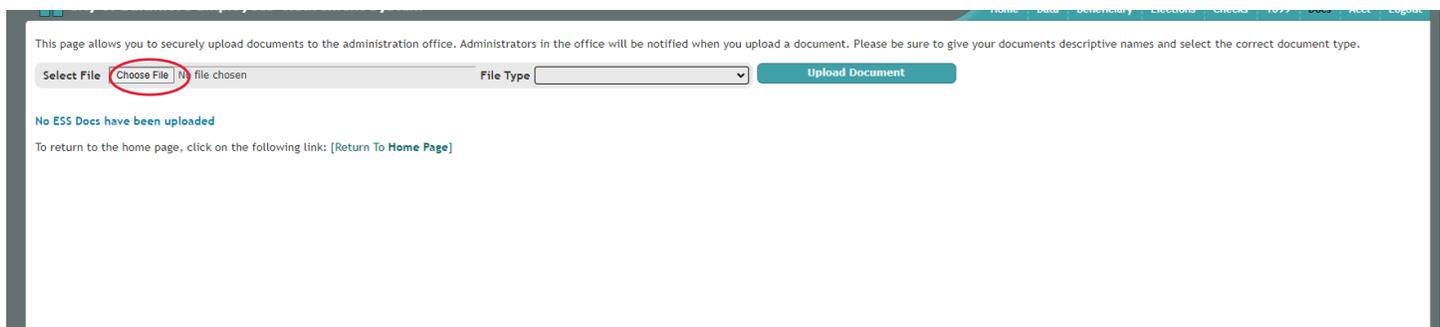
To upload documents, log in to the Member Self Service (MSS) Portal at bcers.org under 'Member Services.' If you do not already have an account, self-registration is required.



1. Log in on the initial log-in screen.



2. Click on the 'Docs' tab located on the menu bar.



3. Click 'Choose File.' Find the file on your computer. Once selected, the file name will appear on the screen. If the file name is wrong, repeat the selection process.

*NOTE: Only files ending with "PDF" "JPG" "JPEG" "TIF" "PNG" "BMP" and "GIF" may be uploaded.

This page allows you to securely upload documents to the administration office. Administrators in the office will be notified when you upload a document. Please be sure to give your documents descriptive names and select the correct document type.



No ESS Docs have been uploaded

To return to the home page, click on the following link: [\[Return To Home Page\]](#)

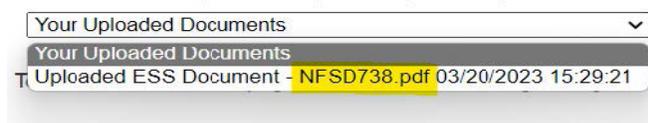
4. Select 'File Type.' Click 'Upload Document.'

5. Once uploaded, the document will be available in 'Your Uploaded Documents' for 90 days. Click the drop down icon to the right of the box to see all uploaded documents.

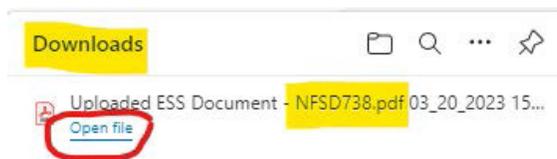
Documents that you have uploaded previously are available below:



Documents that you have uploaded previously are available



6. The document you select will download for you to open. A window may pop up with the option to 'Open file'. Click to open the file. The file will also be in your 'Download' folder on your computer.



7. Click the homepage link to return to the homepage.

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QUESTIONS? CONTACT US AT 443-984-3200 OR AT CONTACTERS@BCERS.ORG