Claimant Instructions - Upload Documents in BEACON

To **upload documents in BEACON**, log in to **BEACON**.

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

Eligibility Issues
Correspondence
Account Profile and Maintenance

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

  Upload Document

  Upload Document

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

  Please select the document type: * [⌄]

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

  Select Files
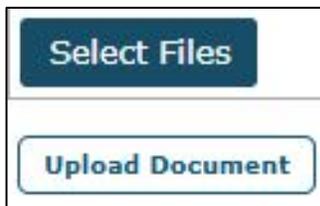
  Upload Document

- 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.

  Uploaded Documents

  Delete

☐	File Name
☐	10000037-Document-1-202501281010041251QXZMU.docx

  Submit