

Instructions for Uploading Files to NAD Retirement

To protect the content of the information submitted in a retirement application, an account with Filesanywhere, a company that specializes in secure file sharing, was created. Below are instructions for how you can easily and securely upload an Excel Benefits Calculator to the NAD Retirement office.

First, copy and paste this link into your internet browser:

<http://filesanywhere.com/Dropbox/db.aspx?v=8e71658e5c63b4a66fad>

1. **Please Enter your Name** so we can contact you if there is a problem with the file you are uploading.
2. **Select Files to Upload:**
 - A. Click on 'Add Files'
 - B. Browse to the Benefits Calculator you wish to upload, highlight it, and then click on 'Open.'
 - C. If you have more than one file to upload, repeat Step A for each file.
3. **Add a Message**
Please do not use this box. We will not be monitoring it.
4. **Click the "Upload" Button** (located just to the right of where the file you are uploading is listed)
Your file will immediately be uploaded to the NAD Retirement office.