FCE Upload Functionality

The FCE Upload page of the public website allows you to upload documents to FCE without logging in to the portal. It is reached by clicking on the Upload Files button at the top of each page as well as from the Upload Files page in the Members, Employers and Healthcare Professionals sections of the site.

Once the page is reached, you will see the following screen:

The following fields are required:

Document Title: this should be something indicating what the files are. For example, "Your Company Hours File from 2/1/2018 – 2/15/2018" would be descriptive.

Your Name: The name of the user submitting the file(s).

Email Address: The email address of the user submitting the file(s).

Document Category: The category or type of file. Current choices are as follows:

- Claims Inbox
- Enrollment Documents
- Other Documents
- Premiums Administration
- Contribution Reports

The following fields are not required but are helpful:

Employer Code: If you know your employer code, please enter it in this box.

Comments: Please enter any comments that you feel will help us process your documents more accurately.

To choose files on your machine, click on the **Choose Files** button. This will open an Explorer window on your machine and allow you to browse your computer for the files to be uploaded. The system supports multiple file uploads up to five (5) files per upload.

When you are satisfied that the upload is staged properly, the **Submit** button is clicked which starts the process.

When the files are finished uploading, you will see a confirmation message on the screen detailing the disposition of each file. You will also receive a confirmation email at the address you entered on the form.

Note: if you need to upload very large files, please see your account executive about alternative ways of uploading files.

Thank you for using our new file upload tool!