

## SECURE UPLOADS



To protect your employee's personal information FCE no longer receives files containing personal information via the upload from the FCE Home Page. All files containing personal information such as contribution reports, claim forms, and enrollment forms should be submitted to FCE via the FCE Secure Upload inside the FCE HR Admin Portal.

It may be helpful to print out or save the instructions below for future reference.

### FCE SECURE UPLOAD HOW TO

---

- From the top right of the [FCE Home Page](#)
- Click on [Login](#) to access the FCE HR Admin Portal
- From the top Menu, select **Upload Files**
- From the dropdown Menu, select **Document Category:**
  - Claims Inbox
  - Hours Reports
  - Enrollment documents
  - Evidence of Insurability
  - Other Documents
- Click **Browse** to select documents for upload
  - You may select as many as 5 documents for a total of 20 MB
- Click **Upload Files**
- Review confirmation page

For questions, call FCE at  
**1-800-298-7269**  
Monday - Friday 7:30 am – 7 pm CST

Customer Service may also be reached by email at  
[MemberSupport@FCEbenefit.com](mailto:MemberSupport@FCEbenefit.com)