**How to Upload a Document to Bswift**

First login to your Bswift account. Then navigate to the "Role" button and select you employer specific site link displayed as Manager on the right-hand side of the browser. This will take you to your employer specific Bswift page.

Next navigate to "Admin" and in the dropdown menu click "User Admin". In the user admin search type in the first name, or last name, or social security number of the member you wish to upload a document for. Click on the last name of the member. This will take you into the member's account.

Once inside of the members account you will see the text "Employee File" on the left-hand side of the page. Click on this text to enter the employee file documents area.
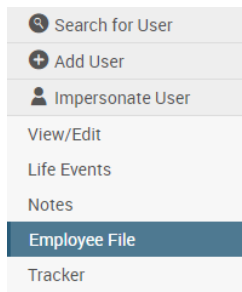
Then click on the "View and Upload Documents" link for the member you wish to upload a document for.
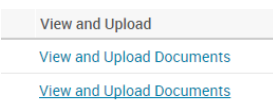
The next screen will look like an open document search on windows operating system. You will now click choose file and locate the file from your computer you wish to upload. Simply click the file and hit open.
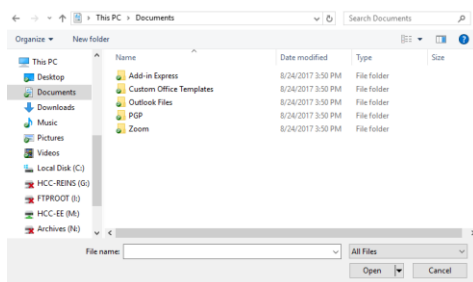
Then just add a title for the document and short description. Hit save and Bswift will upload this document to the Employee File area under the member selected. It will now be viewable on the original Employee File screen.