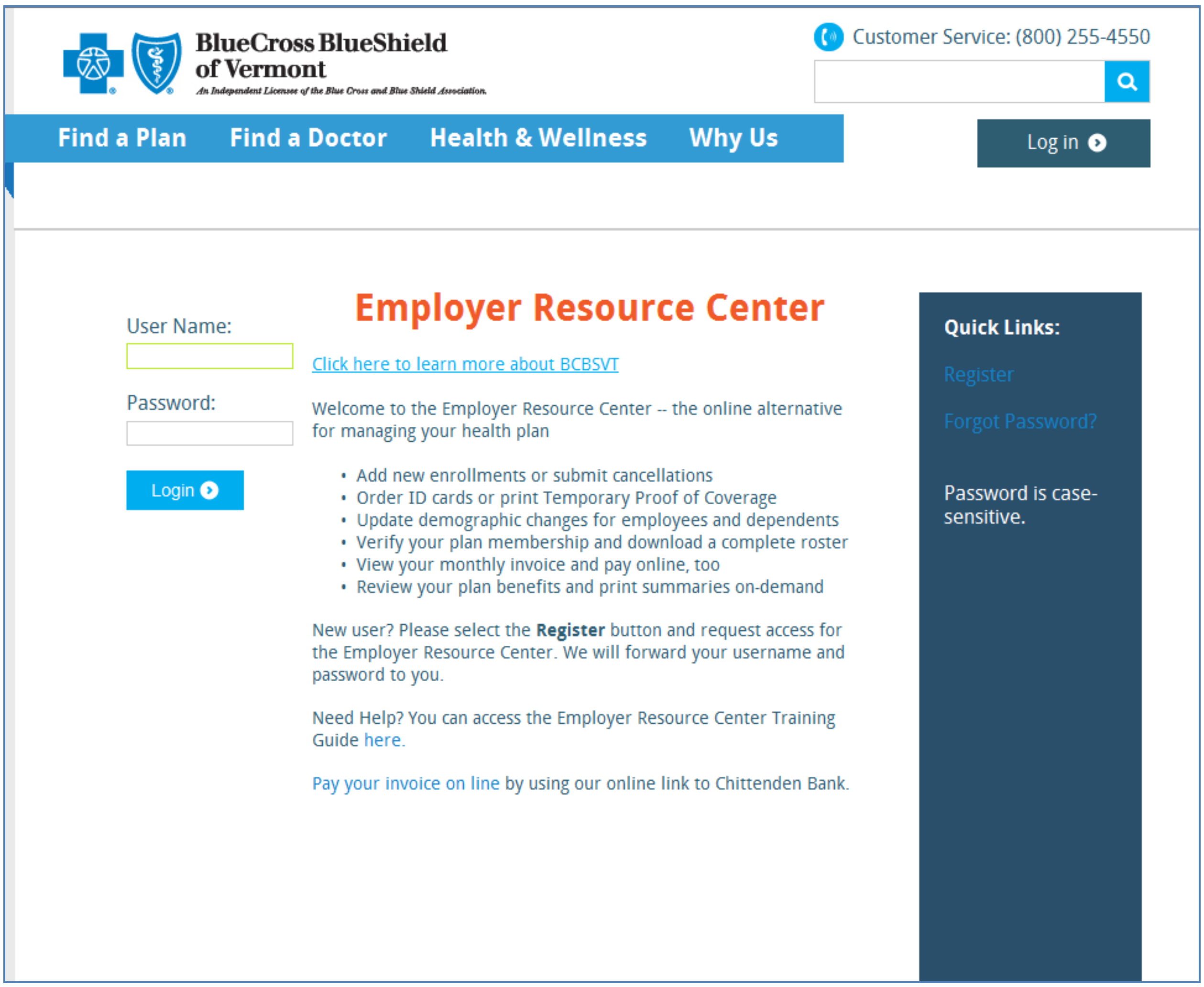
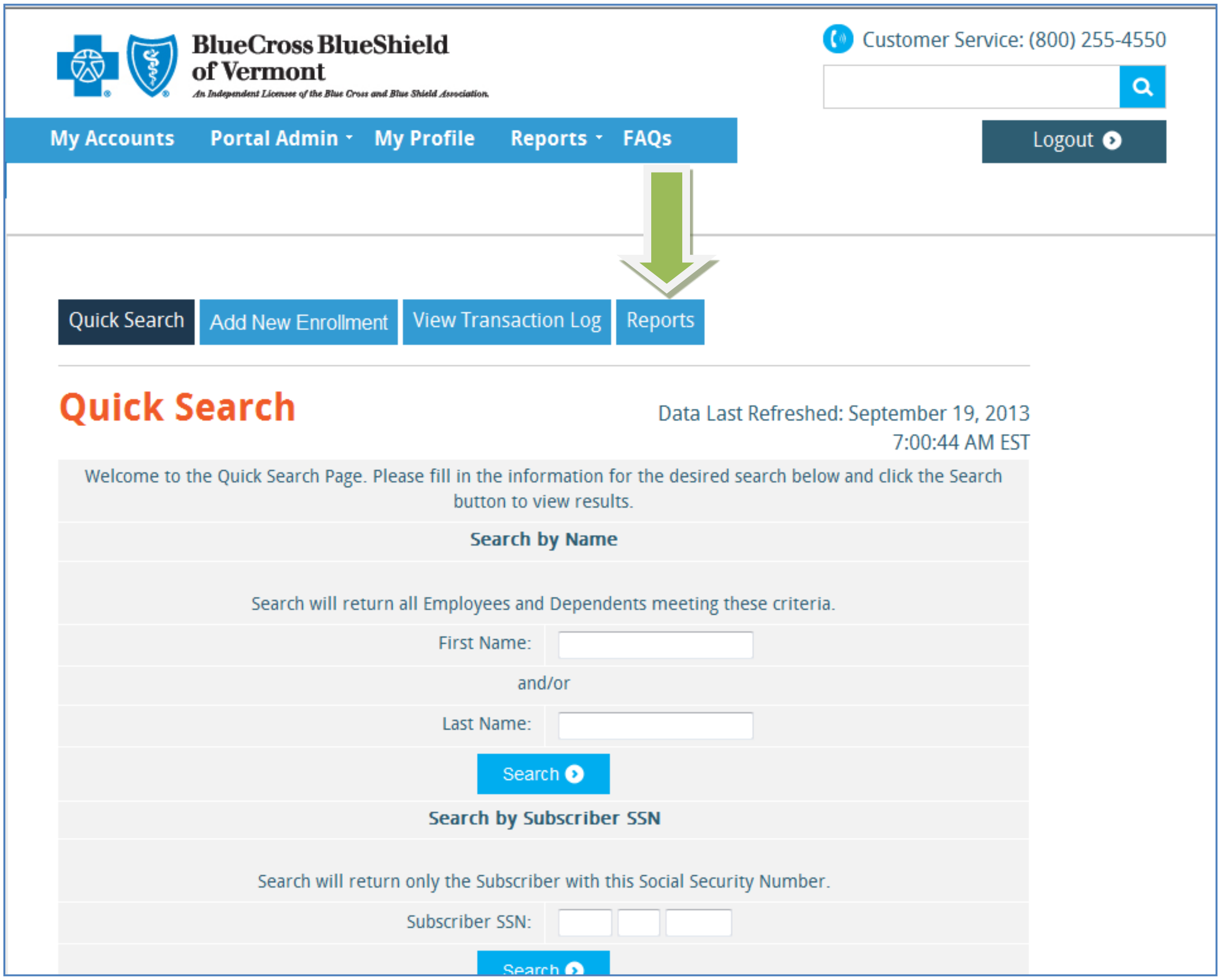
Instructions for using Hosted File feature in ERC

This feature allows BCBSVT and Groups to securely exchange documents.

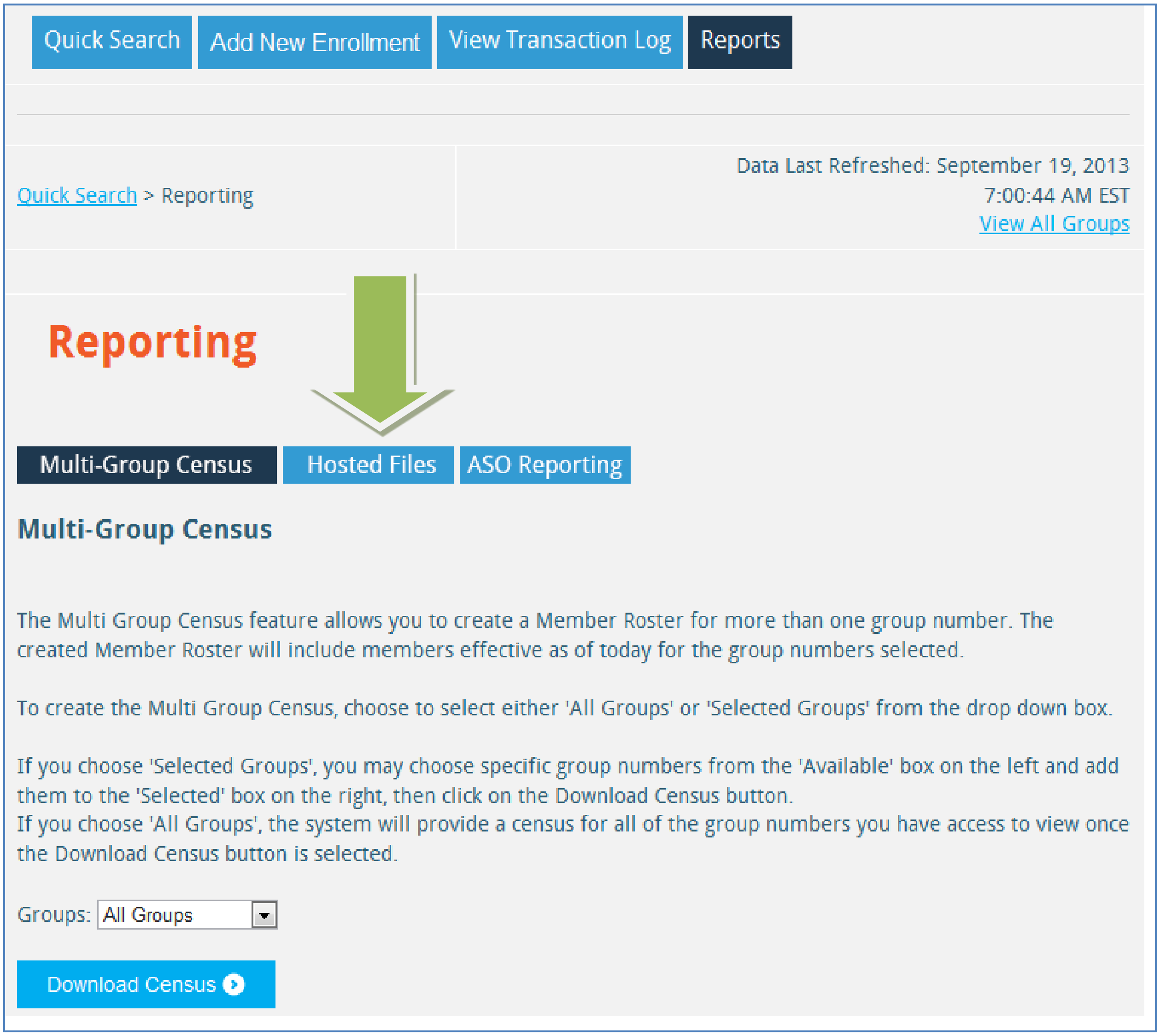
Step 1: Log into ERC with BCBSVT username and password:



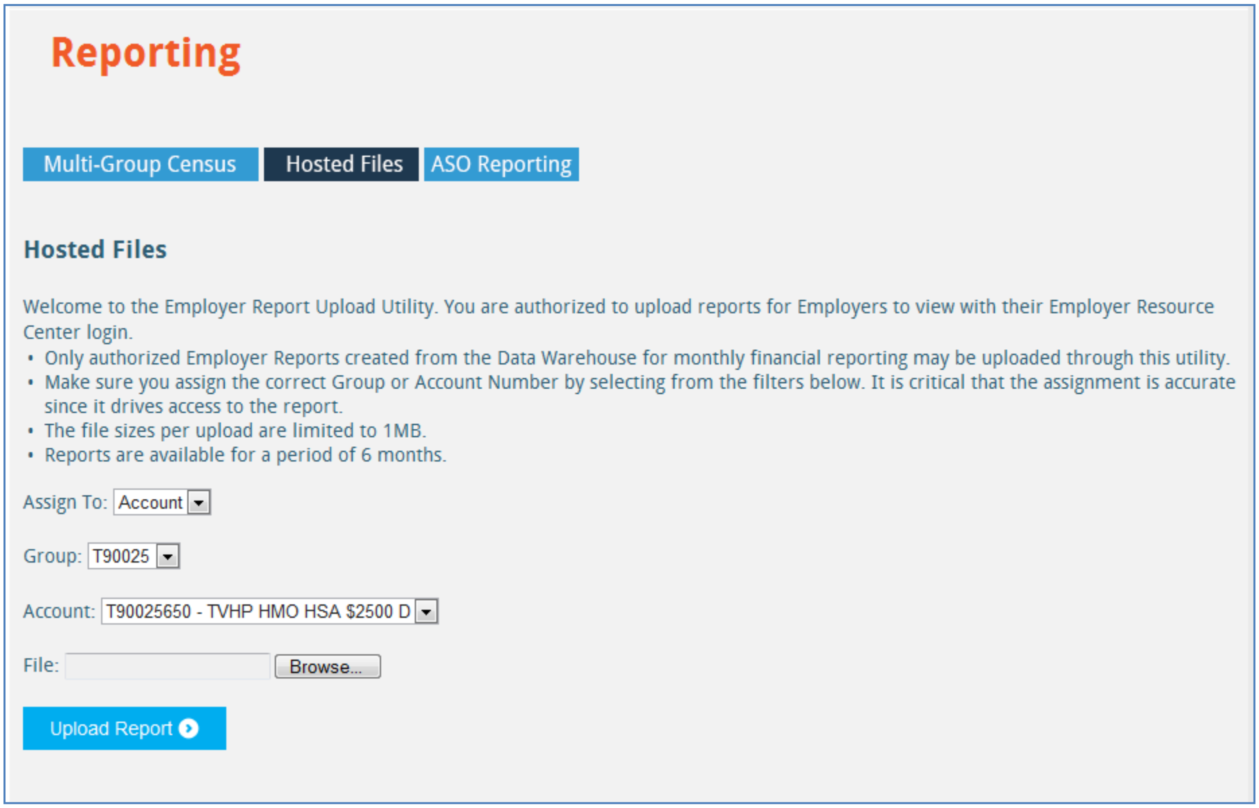
Step 2: Click on My Accounts>Reports:



Step 3: Click on Hosted Files



Step 4: Select either Group or Account from the Assign To drop-down and then select the Group and/or Account Number



Step 5: Click on the Browse button and select the desired file

Step 6: Click on the Upload Report button.

Step 7: The group administrator will now be able to view the document on the ERC: