

Follow these steps to securely upload documentation to satisfy the requirements of your employer's Dependent Eligibility Verification Program.

Step 1: You'll receive a customized email with a link that reads **Confirm my account**. This email will typically go to your work email address, unless you have requested a different one be used.

Step 2: Enter your password in both fields as prompted. Because the link you clicked is unique to you, this will automatically create a password for your account. Click **Set Password**.

Step 3: You'll immediately be brought to a Sign in page. Simply enter the email address where you received the email, and then enter the password you just created. Click **Sign in**.

Step 4: You should now see a list of your dependents. Click on your dependent to upload documentation for him or her.

The top screenshot shows a green header with 'BPC' and two password input fields with dots. Below is a purple button labeled 'Set Password'. The bottom screenshot shows a green header with 'BPC', an email input field with 'sample@sample.com', a password input field with dots, and a purple button labeled 'Sign in'.

DEPENDENTS		
First Name	Last Name	Documents Uploaded
Captain	Nikolai	0

Select a dependent

Step 5: You can add documents to your dependent by dragging and dropping, or by clicking in the box. If you click in the box, a window will open up and allow you to select the appropriate files from your computer.

The screenshot shows a light blue box with the text 'No Documents have been uploaded for Captain Nikolai' and a larger box below it with the text 'Drop files here to upload or click to select'.

Step 6: Once the file uploads, you should see a File Name and Upload Time stamp. You may add additional documents to any dependent as needed. To add documents for another dependent, simply click your name at the top of the screen, and select the next dependent.

Remember: A signed copy of your Dependent Eligibility Verification form is required. If you are attaching documentation for multiple dependents, simply include a copy of the form with at least one dependent's documentation.

Step 7: Relax! We'll let you know if everything is confirmed or if anything else is needed. If you do need to come back at any point to add more documents or view what you've uploaded, you can do so following the same link and using the same username and password.