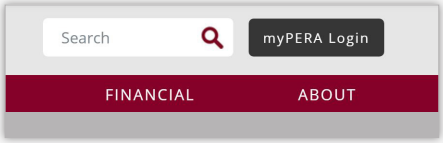
SECURE DOCUMENT UPLOAD

You have the option to upload documents on myPERA. Currently five documents are accepted: **Birth Certificate, Identification, Marriage Certificate, Verification of Termination, and Annual Earnings Form.** All other documents may not be reviewed.

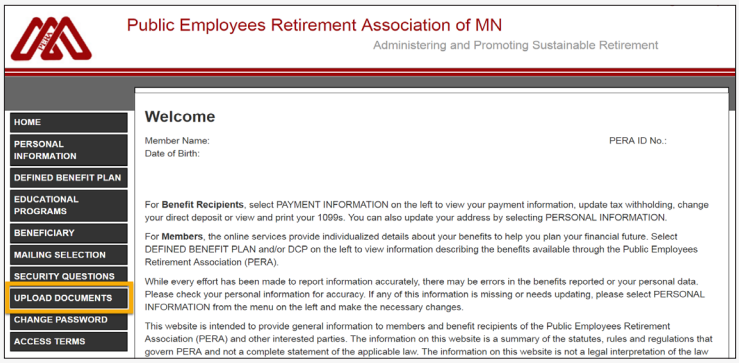
1 **Log in** to your myPERA account in the top right corner of mnpera.org



2 Click **Upload Documents** in the menu on the left.

Feature not available to retirees or those receiving a survivor benefit.

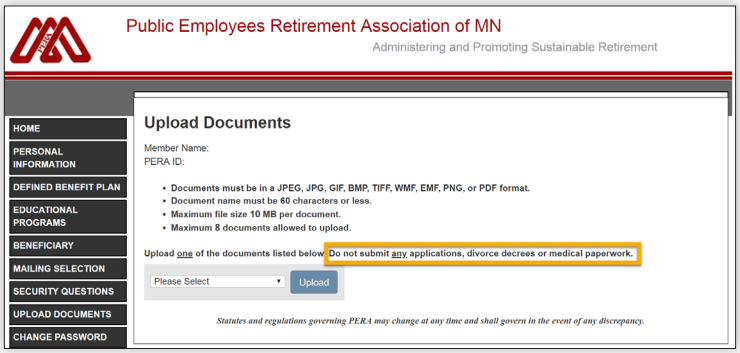
AVAILABLE TO ACTIVE MEMBERS & DISABILITANTS



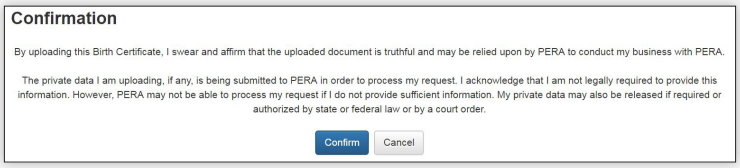
3 Select the document to upload from the drop-down list and click **Upload**. Then choose the specific document to be uploaded from your computer.

Do not submit: divorce decrees, medical paperwork, or any applications.

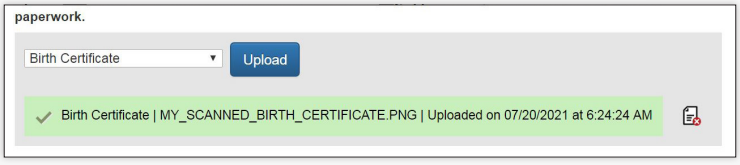
Word documents currently not accepted



4 You must confirm the authenticity of each uploaded document. Click the **Confirm** button.



5 After uploading, the document's name, file type, and upload time are highlighted in green.



DELETING FILES:

- You can delete any uploaded document while in the same myPERA session
- The "delete document" icon displays to the right of the uploaded document (piece of paper with a red X)
- You must confirm the deletion request for every document you attempt to delete