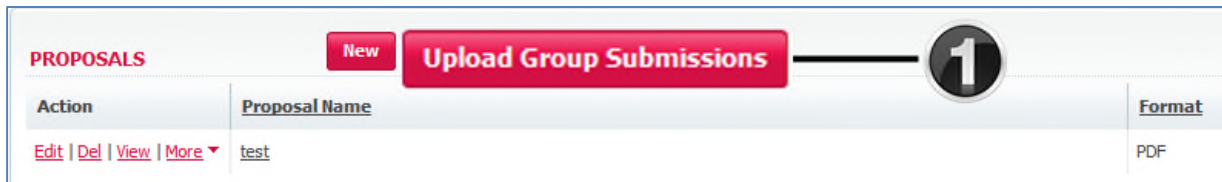


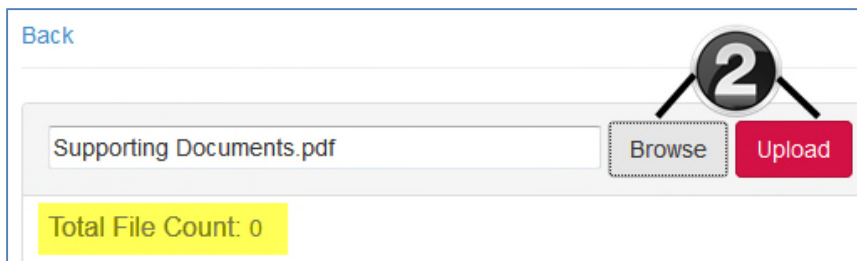
Broker Portal Upload Group Submissions Tip Sheet

The Independent Health Broker Portal provides the capability to submit paperwork to support the processing of your account. The below steps outline the use of Upload Group Submissions functionality to include the required paperwork with your opportunity.

1. UPLOAD GROUP SUBMISSIONS is located within the Proposals section of the page layout
 - a. Select **Upload Group Submissions**



2. Select **BROWSE** to locate the required file
 - a. Select **UPLOAD**
 - b. Note Total File Count = 0 prior to upload



3. The file has been successfully uploaded when you can view the file as per below
 - a. Select **BACK** at the top left of the page to return to your Quote Summary

