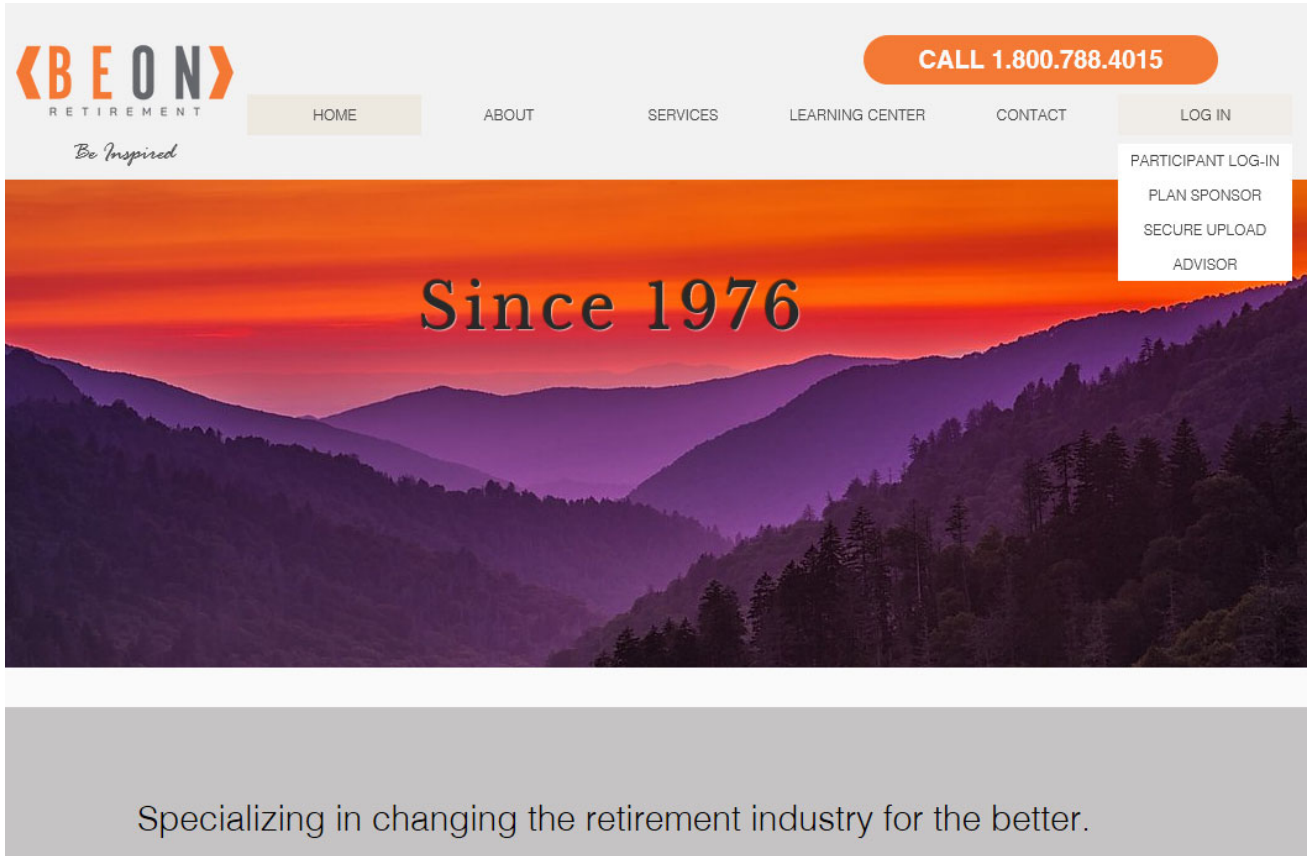


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Open your Internet Browser and Navigate to www.BEONRetirement.com

Go to the LOG IN menu and Click SECURE UPLOAD



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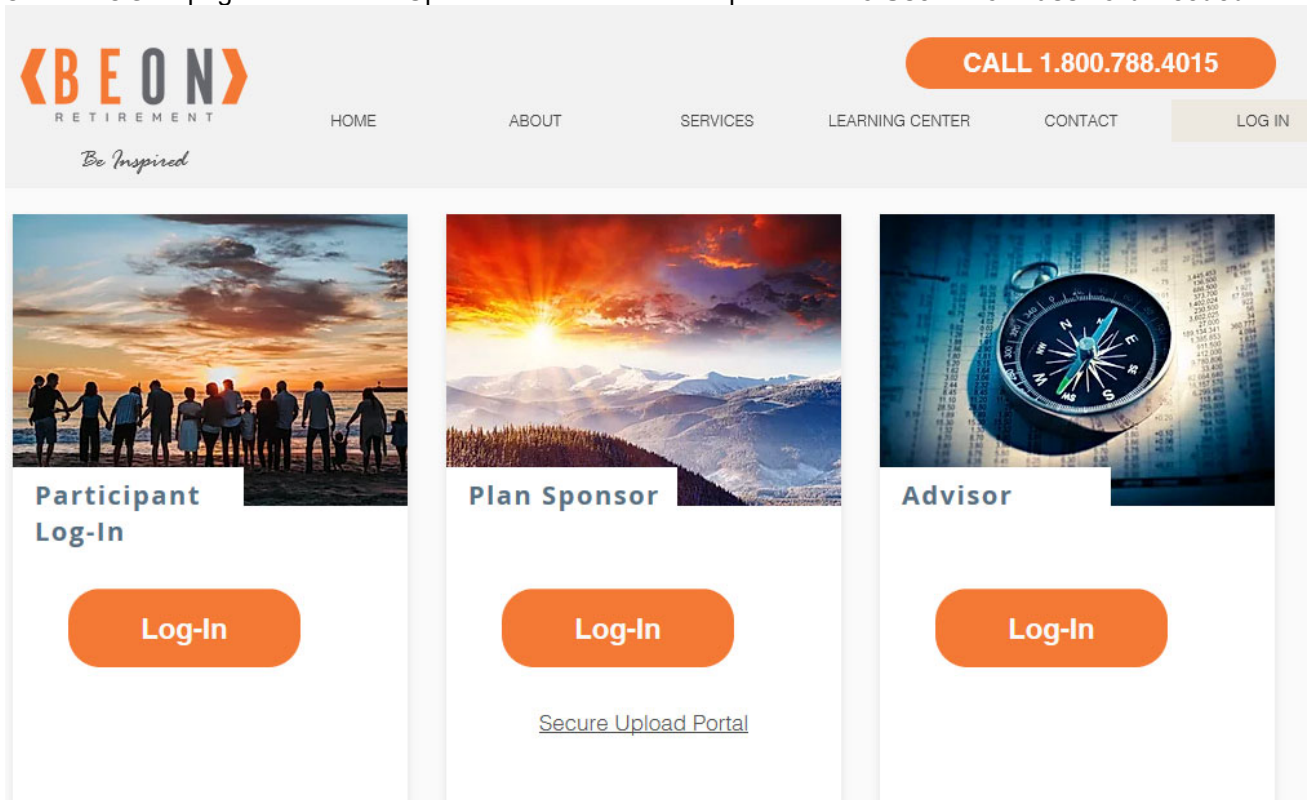
HOME ABOUT SERVICES LEARNING CENTER CONTACT LOG IN

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PLAN SPONSOR
SECURE UPLOAD
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OR On the LOG IN page click Secure Upload Portal under Plan Sponsor – **No User ID or Password Needed**



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Complete the requested information and click Continue



To continue, please enter your information below.

Email

First Name

Last Name


Company

Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.


Choose the Recipient = Customer Service

Choose Files = Browse your computer for the file or files you wish to send click Upload



Upload Files to 'KTA Secure Transfer'

Recipient



Drag files here
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BEON Retirement Secure Upload Portal

Your Upload is Complete – you will receive an email confirmation of the upload



Upload Files to 'KTA Secure Transfer'

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