

# How to upload documents for your OIC Discount Plan Organization Annual Report

Here is a sample of the Documents screen (Page 2):

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Annual Filing
**Documents**
Final Submission

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Washington Filings Filings marked with asterisk (\*) are required to be filed unless waived

Due	Documents to be filed	Signature Required	Attachments	Last Uploaded Date
03/31/2014	Audited Financial Statements *	Yes	<a href="#">0 Uploaded Files</a>	
03/31/2014	Annual Report Attestation *	Yes	<a href="#">0 Uploaded Files</a>	

Supporting Documents from Answers on Annual Report Due at Time of Filing

Documents to be filed	Attachments	Last Uploaded Date
Conflict of Interest - Complete and attach a copy of the <a href="#">Conflict of Interest</a> form to this Annual Report. *	<a href="#">0 Uploaded Files</a>	

There are certain documents that every Registrant must file. We show those in the upper area titled "Washington Filings". The *Due* column shows when the document must be filed.

Washington Filings

Filings marked with asterisk (\*) are required to be filed unless waived

Due	Documents to be filed	Signature Required	Attachments	Last Uploaded Date
03/31/2014	Audited Financial Statements *	Yes	<a href="#">0 Uploaded Files</a>	
03/31/2014	Annual Report Attestation *	Yes	<a href="#">0 Uploaded Files</a>	

If there are other documents that you must file, those appear in the lower area under "Supporting Documents". You must file these documents at the same time as the Annual Report.

Supporting Documents from Answers on Annual Report Due at Time of Filing

Documents to be filed	Attachments	Last Uploaded Date
Conflict of Interest - Complete and attach a copy of the <a href="#">Conflict of Interest</a> form to this Annual Report. *	<a href="#">1 Uploaded Files</a>	11/05/2014

# How to upload documents for your OIC Discount Plan Organization Annual Report

To upload a document, click the link for that Document in the *Attachments* column.

## Washington Filings

Filings marked with asterisk (\*) are

Due	Documents to be filed	Signature Required	Attachments
03/31/2014	Audited Financial Statements *	Yes	<a href="#">0 Uploaded Files</a>
03/31/2014	Annual Report Attestation *	Yes	<a href="#">0 Uploaded Files</a>

Click

The screen changes to the Upload screen. Notice that the name of the document that you selected appears on the Upload screen. That's your reminder of which document you are going to upload.

**Annual Report Attestation**

No documents have been filed yet.

Upload PDF File

If you're on the correct document, click the *Browse* button.  
If you need to cancel, click the *Return to Filing* button.

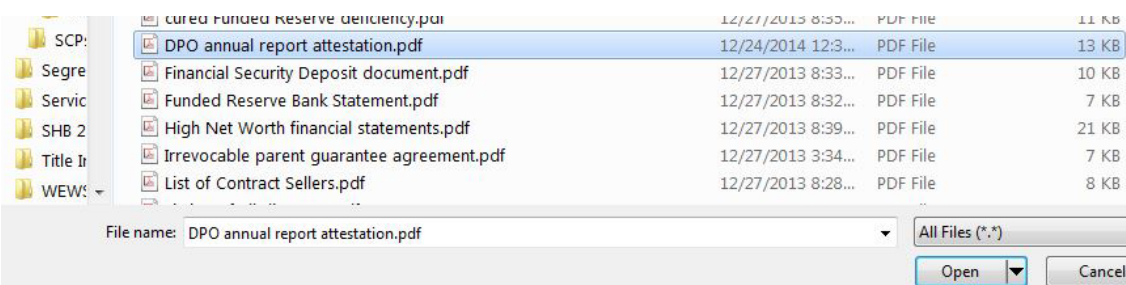
Upload PDF File

Click to browse to your file

Or click to cancel

After you click *Browse*, a window will pop up and allow you to choose which file you want to upload. The file must exist somewhere that you have access to on your system. If you need help finding the document, please contact your company's computer support personnel.

After you select the correct file, click on the *Open* button. That tells our system where to find the file.



## How to upload documents for your OIC Discount Plan Organization Annual Report



**It's important to ensure that you select the correct document.  
Once you upload it, it becomes part of the OIC records.**

If you're not sure that you have the correct file, click the *Cancel* button and then either *Browse* again or click the *Return to Filing* button to cancel without uploading.

When you're sure you have the correct file. Click the *Upload* button.

The screenshot shows the 'Annual Report Attestation' interface. At the top, it says 'Annual Report Attestation'. Below that, a message states 'No documents have been filed yet.' There is a section for 'Upload PDF File' with a file path: '\\voicfloly01\users\ [redacted] \MyDocuments\Data Requests\'. A 'Browse...' button is next to the path. Below the file path, the 'Upload' button is circled in red. At the bottom, there is a 'Return to Filing' button.

The system will indicate that it's uploading your file. If you get an error message, please consult with your company's computer security or support personnel to help you ensure that you have the rights to access and upload your file.

The screenshot shows the 'Annual Report Attestation' interface during the upload process. The message 'No documents have been filed yet.' is still present. The 'Upload PDF File' section shows the same file path and 'Browse...' button. In the center, there is a loading spinner icon and the text 'Uploading ... Please Wait', which is circled in red. The 'Return to Filing' button is visible at the bottom.

After uploading the document, the area that previously said, "No documents have been filed yet", now shows the upload date.

Uploaded Date	Description of Amendment
<a href="#">12/24/2014</a>	

## How to upload documents for your OIC Discount Plan Organization Annual Report

If there is more than one document of this same type to upload (in this example another Annual Report Attestation), click *Browse* again and upload more documents of the same type.

If you have no more of that type of document to upload, click the *Return to Filing* button. Then you can upload a different document (for instance, upload the *Conflict of Interest* form)

**Annual Report Attestation**

Uploaded Date	Description of Amendment
<a href="#">12/24/2014</a>	

Upload PDF File

Click *Browse* to start the process to upload more of this same type of document

Or, click *Return to Filing* button if done

The Documents page now shows an uploaded file and the date of the upload. Each time you upload another file, the link will update to show the count.

### Washington Filings

Filings marked with asterisk (\*) are required to be filed unless waived

Due	Documents to be filed	Signature Required	Attachments	Last Uploaded Date
03/31/2014	Audited Financial Statements *	Yes	0 Uploaded Files	
03/31/2014	Annual Report Attestation *	Yes	<a href="#">1 Uploaded Files</a>	12/24/2014

Continue with this process until you have uploaded all required documents, in the proper category.

**!** It's important that you upload only the document that the system indicates.  
This means: **DON'T** upload different documents into the same category.

**Next up: Final Submission (Page 3). We provide those instructions in a separate document.**