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Health
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SE Division of OHI

How to Upload Documents to your Online Employee File Cabinet

In an effort to protect your information, required documentation should be uploaded to your Online Employee File Cabinet.

Step 1: Scan your documents to your computer and save them in your files. Note: You can also access your Online Employee Benefit Portal from your mobile device and upload documents from your photos to your File Cabinet.

Step 2: Login to your Online Employee Benefit Portal (shp.benelogic.com) and click "Upload a Document".
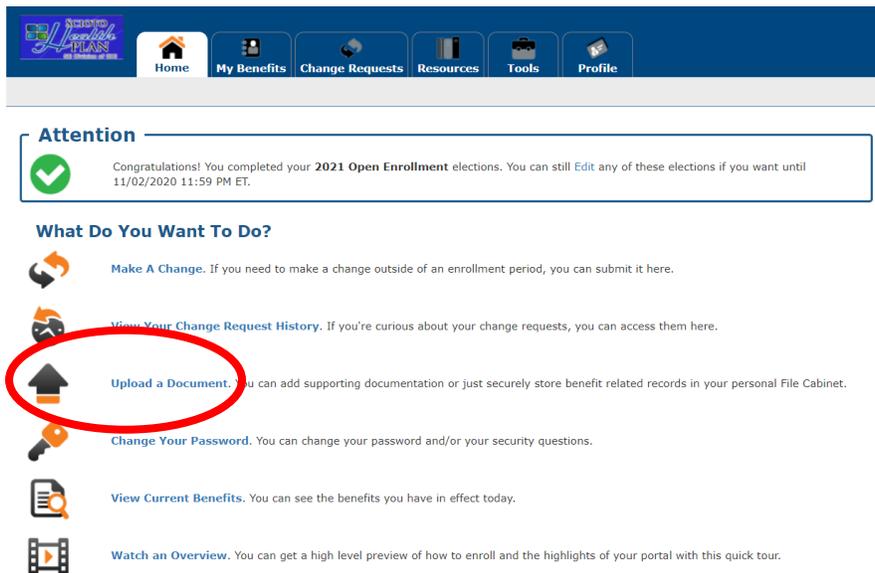
Step 3: Click "Browse" to upload and locate the file on your computer or mobile device, add a description and then click "Save" to view and confirm the document is in your File Cabinet.