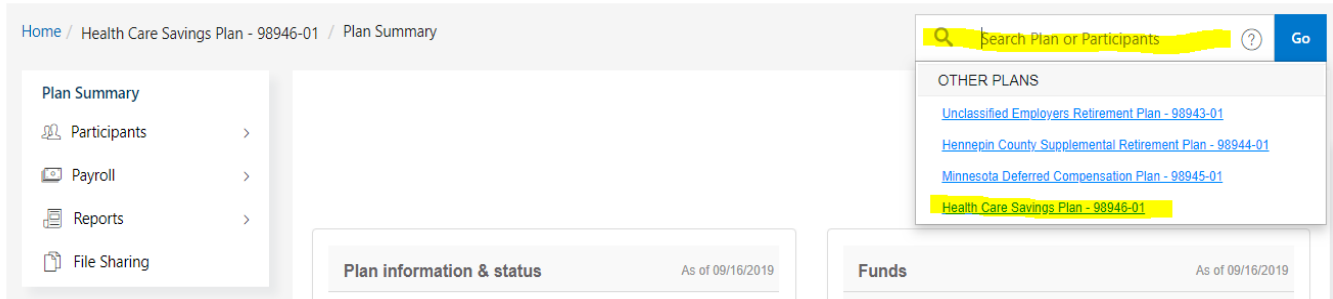


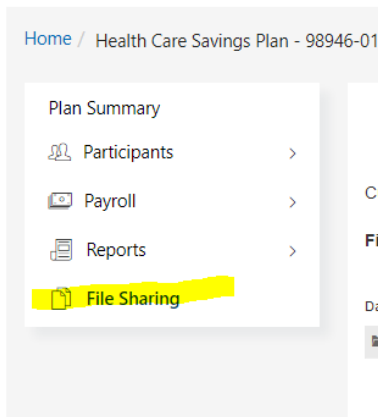
FILE SHARING via PSC

File Sharing is a feature within the Empower Plan Service Center (PSC) website that allows you to share private/non-public documents/reports with MSRS.

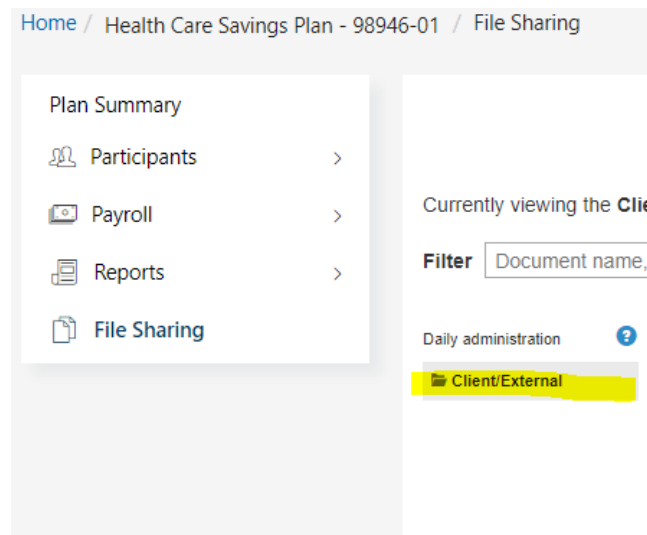
1. After you log in to PSC, select the plan you'd like to upload information for or put your cursor on the Search Bar to see Plan Options. **If you have only one plan, you may skip this step.*



2. Select File Sharing from the left navigation bar



3. Select Client/External



4. If there are any documents for you to download, you will see them here.
To upload a new document, select *Upload new document*

Home / Health Care Savings Plan - 98946-01 / File Sharing

Search Plan or Participants Go

Plan Summary

- Participants >
- Payroll >
- Reports >
- File Sharing

Currently viewing the **Client/External** folder [Manage folder notifications](#)

Filter [More filter options](#) Refresh view Upload new document

Daily administration ?

<input type="checkbox"/>	Document name	Type	Version	Category	Modified by	Modified	Last action	Action	Division
<input type="checkbox"/>	2019 FYE HCSP Distribution Report.xlsx		1	Report Requests	ANNA PETERSON	09/16/2019	Viewed	Select Act	Plan Level

5. Fill out the following fields to upload your document

Upload File(s) X

Requests submitted via File Sharing will not be processed. Please contact your service team regarding these requests or if you have any questions. We are not responsible for delays or failure to process requests. X

Use the **Browse** button to add files:

Browse for document(s)*: Choose Files

Then add:

Category*: Select category Key word(s):

Expiration date*: 3 years **Audience:** Plan-level ?
 Division-level ?

Confirmation required

The file(s) will be uploaded to:

Parent folder: Client/External
Subfolder:
Plan: Health Care Savings Plan - 98946-01

Upload Cancel

Once your document has been uploaded, MSRS will receive an email notification.
To turn on your own email notifications, select *manage folder notifications*

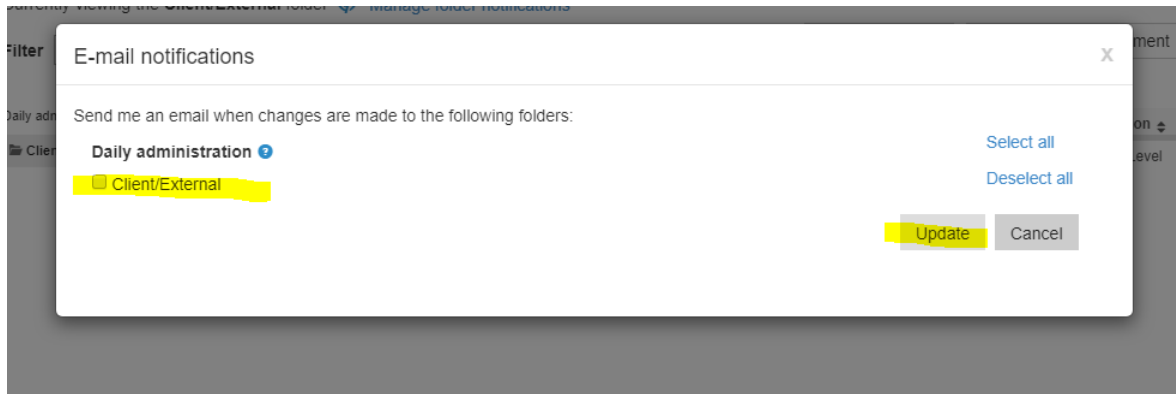
Currently viewing the **Client/External** folder [Manage folder notifications](#)

Filter [More filter options](#) Refresh view Upload new document

Daily administration ?

<input type="checkbox"/>	Document name	Type	Version	Category	Modified by	Modified	Last action	Action	Division
<input type="checkbox"/>	2019 FYE HCSP Distribution Report.xlsx		1	Report Requests	ANNA PETERSON	09/16/2019	Viewed	Select Act	Plan Level

Select the Client/External folder. This will ensure you are notified if any documents have been shared with you.



NOTE: File Sharing does not affect your MNDP deferral feedback report.