ATTACHMENT 1: File Manager Instructions

UPLOADING DOCUMENTS
1. Go to http://www.opm.gov/filemanager
2. Enter in your id and password
   HELPFUL HINTS
   *** If this is the 1st time you are logging in, you 1st use the temporary Password you receive via email. After logging in, you will be prompted to change your password. Your password will need to be at least 8 characters long with a combination of capital letter(s), #(s), letter(s), and at least 1 special character(*!@#$...etc.).

   *** You will then use this new password every time you log in.

   *** If you forget your password, use the option on the log in screen named "forgotten password?" to get your password back.
3. Click on "Add A New File"
4. In the 1st field (**File:***) click the "Browse" button and find your brochure file
5. In the 2nd field named "Description:" type in the following information:
   - Plan Name
   - Plan Code
   - Brochure version
   - Date of upload
6. If you have more than 1 plan, you will have an extra field called "Group Access". You will have to choose which group(s) (*Remember "group" = "Plan Code"*) you want to have access to your brochure file.
7. Click "Upload Document"

DOWNLOADING DOCUMENTS
1. Go to http://www.opm.gov/filemanager
2. Enter in your id and password
   HELPFUL HINTS
   *** If this is the 1st time you are logging in, you 1st use the temporary Password you receive via email. After logging in, you will be prompted to change your password. Your password will need to be at least 8 characters long with a combination of capital letter(s), #(s), letter(s), and at least 1 special character(*!@#$...etc.).

   *** You will then use this new password every time you log in.

   *** If you forget your password, use the option on the log in screen named "forgotten password?" to get your password back.

   3A. If you have only 1 plan, your brochure files will show up on the screen automatically after logging in.
   3B. If you have more than 1 plan, you will have choose which "Group"'s files you want to view. *(REMEMBER Group = Plan Code)*
4. After you see your group's files on the screen, you are ready to download. There are 2 ways to download.
   - Click on the graphic in the row of the brochure you wish to download
     OR
   - Click on the "File Name" of the brochure you wish to download.
5. You will then have to choose to "Open" or "Save" the brochure.

6. If you choose to "Save" follow the following instructions to save.
   - Click the "Save" button
   - Choose where you will like the brochure to be saved

TO CHECK YOUR GROUP'S UPLOADS
1. After logging in, your files should appear
2. If you belong to more than 1 group, a "group section" will show up (*see instruction 3B of Downloading Documents*) and you will need to choose the Plan Code/group you want to see, then the file uploads will appear