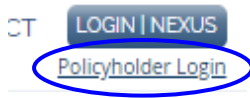
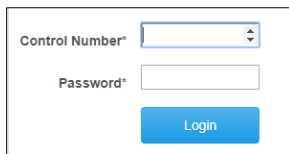


Policyholders: How to Submit Documents to R Dylong & Associates

- 1) Visit www.rdylong.com and click on **Policyholder Login** at upper right hand menu of the home page.



- 2) Log-In using the unique **Control Number** and **Password** provided to you in a letter or from an R Dylong & Associates representative. If you need assistance with logging in, please contact your auditor, email premiumaudit@rdylong.com with your business name, or call us.

A screenshot of a login form. It contains two input fields: 'Control Number*' and 'Password*'. Below the fields is a blue 'Login' button.

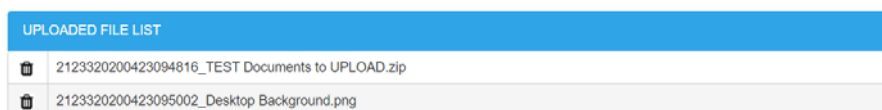
- 3) Click through & complete requested information for each Menu Screen. Once the screen is completed, a checkmark appears.





- 4) **To Upload Documents:** Select **UPLOAD** Button on Documents Screen

A screenshot of the 'DOCUMENT SUBMISSION' screen. It features a blue header with the text 'UPLOAD DOCUMENTS REQUESTED BY THE AUDITOR'. Below the header is a light blue box containing instructions: 'File Upload Details: You may upload multiple files.', 'Preferred Formats: If you are uploading payroll information, Excel files are preferred. You may upload pdf or Word documents for other support documentation.', and 'Access & Assistance: You may access this site as many times as needed until the audit is completed. If you have questions, please call the phone number shown on the audit letter.' At the bottom of the page, there is a list of supported file types: 'Only files smaller than 20 MB of the following file types can be uploaded: .pdf, .tif, .tiff, .doc, .docx, .rtf, .zip, .xls, .xlsx, .gif, .jpg, .jpeg, .png, .txt'. The 'UPLOAD' button is circled in blue.

- 5) **Select files** from your computer from the window that pops up.
 - a. You may upload multiple files at one time. If you are uploading payroll information, Excel files are preferred. You may access the site as many times as needed until the audit is completed.
 - b. If your file is **LARGER** than 20MB, please compress the file into a **.zip** file prior to uploading. To do so, right click on the file on your computer & select *Send to – Compressed (zipped) folder*.
- 6) Files will appear under **Uploaded File List**. Click **Complete** to submit.



UPLOADED FILE LIST	
	2123320200423094816_TEST Documents to UPLOAD.zip
	2123320200423095002_Desktop Background.png

