# Use Your Computer and Smartphone to Fill Out Your HBP Form Online, then Print, Sign and Upload

### **Step 1. Complete and Print Your Form**

Visit the <u>http://nyc.gov/hbp</u> and select "Retiree" from the top menu.

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	Employe	e	Non-Med Re	tiree	Retiree	Summary of Plans

Choose "Forms and Downloads" from the left and then click on the form that you wish to fill out.

Once you have entered all of your information, carefully review your completed form and click the green "Print Form" button.

In the "Printer" field, select your printer and click "Print."

After you have printed the form, locate the Signature line on the form and sign your name.

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Locate the green "print" button on the form

# Step 2. Use Your Smartphone to Capture and Upload your Documents

Have your smartphone nearby, along with the hardcopy of your signed form and all related documents.

Open the browser on your smartphone (such as "Safari" on iPhone or "Chrome" on Android) and type the following URL in the Address field:

(Note: this is a web address not an email address)

#### https://nycemployeebenefits.leapfile.net

Choose the appropriate category from the list displayed under "Available Recipient"

Enter your information and choose the "Select Files to Send (Regular Upload)" button

Select files	_	m (Retirees/Prospe	ective Re	etirees)
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On the "Select Files to Upload" screen, click "Choose Files" and pick the option to take a picture with your camera (this may be displayed differently, depending on your smartphone options)

Use your camera's phone to take a picture. If needed, repeat the "Choose File" procedure to include additional documentation.

IMPORTANT Make sure the photo is legible. Blurry and/or "cut off" images cannot be accepted. Once you have chosen all necessary files, click "Upload and Send"

		Office of Labor Relations	
NYC Hea	alth Benef	fits Program (Retirees/Prospective Retirees)	
Select files	to upload		
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Upload & Sen	d 🔶		
		Copyright @2020 LeapFILE. All rights reserved.	
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## Step 3. Confirm Successful Upload

Once you have successfully submitted your documents, you will receive a "successful upload" message on screen

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	Office of Labor Relations
NYC Health Benefits Program	n (Retirees/Prospective Retirees)
Success! Your file(s) have been received! Thank you.	
If complete please close the browser window, or click b	elow for more options:
Send more files	
Return to Portal	