How to Upload Documents to SmartBen

1) Log into SmartBen at https://wvm.smartben.net

2) From the landing page, click on *Required Documents*

MY RESOURCES

Enrollment Guides
Forms
HR
SmartBen NOW

MY BENEFITS

View Enrollment Confirmation
Your Pending Benefits
Required Documents

3) Click the *Add Document* button

4) Upload your file, give it an appropriate name and description, and click *Save*.

That's it, your document has been uploaded.