

# SECURE SUBMISSION USER GUIDE

TPSC is proud to unveil our new SECURE eligibility and claim submission document service to allow you to securely upload all claims types, including S125.

## To file a claim or submit eligibility documents, take the following steps:

- 1) Log in to [www.tpscbenefits/cot](http://www.tpscbenefits/cot)
- 2) Click the **Inquiry** tab and select **Online Forms** from the drop-down box.
- 3) Select the appropriate form from the Custom Form Name links that appear.
- 4) Once the selected form opens, fill out the necessary information and check the boxes for the documents you plan to upload.
- 5) Click the **Attachments** button and choose the documents you want to upload from your computer.
- 6) When all documents have been successfully uploaded as attachments, click the **Submit** button.
- 7) Once submitted, you will receive a confirmation email containing a confirmation number for your claim.



We take the security of your documents very seriously. You can use this service with confidence, knowing that your personal information will remain safe and secure with TPSC.

**For questions, please contact TPSC's Member Services Department, ext. 210.**