

## How to upload Prudential files to FSRA

1. Browse to <https://www.dico.com/Uploads.nsf/UploadPrudential?OpenForm>
2. Enter your name as the user id: **Firstname Lastname**
3. Enter the password sent to you by FSRA
4. Type in any comments for Credit Union and Prudential staff
5. Click on the **Choose Files** button. Highlight a file and click the **Open** button. If you wish to load more than one file at a time, hold down the **<Ctrl>** button and select files, then click the **Open** button.
6. Click the **Upload files** button to submit your files. When done, you can click on **<<No more files to upload>>**. Expect an email confirmation within a few minutes.



The screenshot shows a web form titled "Upload Prudential files to FSRA" with the user name "Andreas Rechtshaffen§". The form includes a "Forward to:" dropdown menu with "FSRA Office" selected, a "Comments:" text area, and a "Select file(s) from your hard drive to upload" section. In this section, a "Choose Files" button is highlighted with a red circle, and the text "No file chosen" is visible. Below this, the "Files You Selected:" section shows "• No Files Selected". At the bottom of the form, there are two buttons: a blue "Upload files" button and a green "<<No more files to upload>>" button.