# How to Upload Documents to Your Digital Vault
# in the AAFMAA Member Center

**Your information is safe with us**

As an AAFMAA Member, you have complimentary access to the Digital Vault in the AAFMAA Member Center. This is a secure, encrypted way to store your important documents online where you will be able to access them at any time. Additionally, this give us the information we need to provide the best possible service to you and your family.

Accessing your Digital Vault is easy. If you already have an AAFMAA Member Center account, simply visit connect.aafmaa.com, login and continue to Step 3 below. If you have *not* previously registered in the Member Center, please follow the instructions below to register.

**Begin by going to: https://connect.aafmaa.com**

**Step 1:** Click on **"Create an Account"**



**Step 2:** Enter your Member Number, click next and follow the instructions.
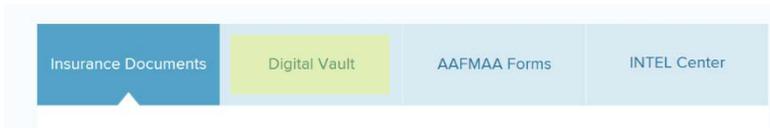


Once you are registered and logged in, you will see the Welcome Screen.

**Step 3:** In the top menu bar, on the right-hand side, click on "MY DOCUMENTS"

**Step 4:** On the next screen, click on the "Digital Vault" tab



**Step 5:** Click on "+Add New Document"
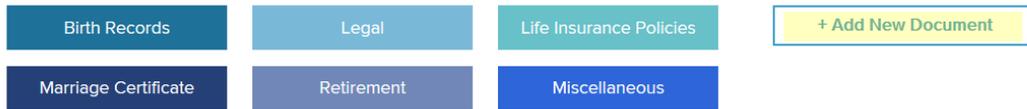


**Step 6:** On the Upload Document Screen, click the arrows on the right to select the Document Type:

**Upload Document**

All files must be in PDF format and must be 10 MB or less in size.

Document Type:

| Retirement/Discharge (incl. DD-214, SBP) | ⇕ |
|---|---|

**Step 7:** Select a Document Sub-type:

Document Sub-type:

| DD-214 #1 | ⇕ |
|---|---|

**Step 8:** Select the Name on Document:

Name on Document:

| Select... | ⇕ |
|---|---|

**Step 9:** Select the Date on Document:

Date on Document:

| | 🗓 |
|---|---|

**Step 10:** In the File area, click on the Browse button and select your PDF to upload from your computer, then click open.

File:

| | Browse... |
|---|---|

**Step 11:** Click the Upload button on the bottom of the input screen.

| Upload | Cancel |
|---|---|

The AAFMAA Member Center is also a safe, fast and convenient way to conduct other AAFMAA business, such as **updating your personal information**, **reviewing your life insurance policies**, **making premium payments** and so much more! If you have any questions, please contact AAFMAA Member Benefits by calling 800-522-5221. To reach a representative, select option 2, and then select option 2 again. Or you can email us directly at MemberBenefits@aafmaa.com.