

How to Upload Documents to Your Digital Vault

Protecting Your Essential Documents Is Easy

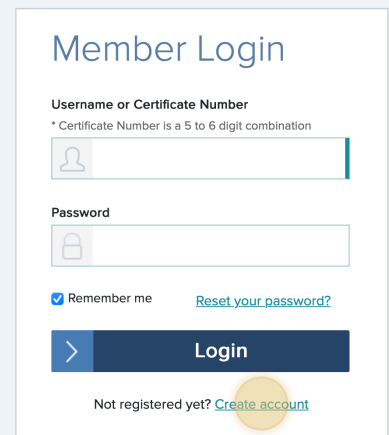
As an Armed Forces Mutual Member, you have access to your own Digital Vault, accessible anytime in the Member Center. It's a secure, encrypted way for you to store important documents to keep them safe — and to ensure we have the information we need to provide you and your family the best possible service.

How to Access Your Digital Vault

If you've already set up your Armed Forces Mutual Member account in the Member Center, simply log in at connect.aafmaa.com and skip to **Step 3 below**. Otherwise, please follow the instructions below for your first time logging in.

Step 1: Start Here

Go to connect.aafmaa.com and click on **"Create account"**.



Member Login

Username or Certificate Number
* Certificate Number is a 5 to 6 digit combination

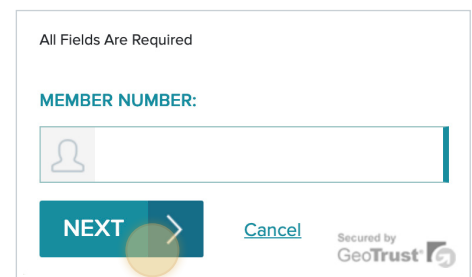
Password

☒ Remember me [Reset your password?](#)

Not registered yet? [Create account](#)

Step 2: Register Your Account

Enter your Member Number, click **"NEXT"**, and follow the instructions to complete your registration. Once you have logged in, you will see the Welcome page.



All Fields Are Required

MEMBER NUMBER:

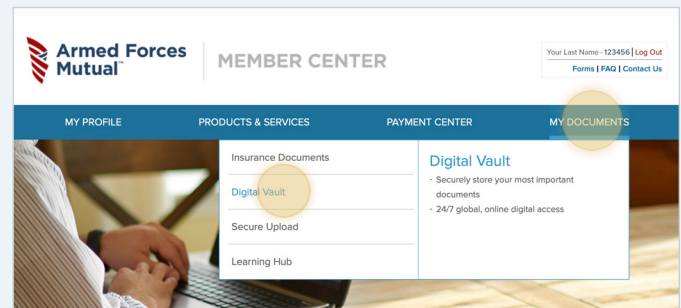
Secured by GeoTrust

How to Upload Documents to Your Digital Vault



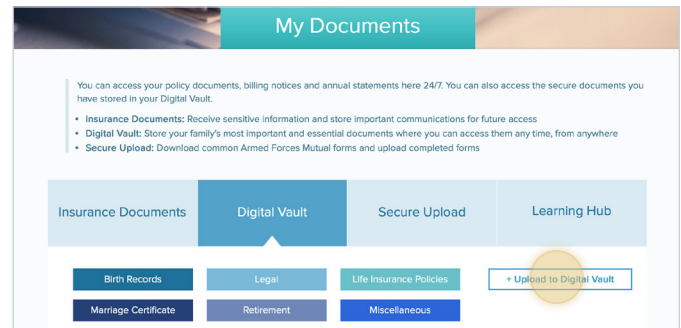
Step 3: View Your Digital Vault

In the top menu bar, on the right-hand side, hover over **“MY DOCUMENTS”**, then click on the **“Digital Vault”** link that appears in the drop-down menu.



Step 4: Where to Upload Documents

From the **“My Documents”** page, click on **“Upload to Digital Vault”** on the right-hand side and follow the on-screen instructions.



Step 5: Start Uploading Files

On the **“Upload to Digital Vault”** screen, click each bar to select your:

- » **Document Type**
- » **Document Sub-type**
- » **Name on Document**
- » **Date on Document**

Then select **“Choose File”** to navigate to the file on your computer and click the **“Upload”** button.

Make the Most of the Member Center

Beyond uploading documents for safe storage, it's important to keep the information in your account up to date and regularly review your life insurance policies to ensure you're fully covered as your life changes. You can also log in anytime to make premium payments and more.

Have a question? Contact Member Benefits at 800-522-5221 or email memberbenefits@aafmaa.com.