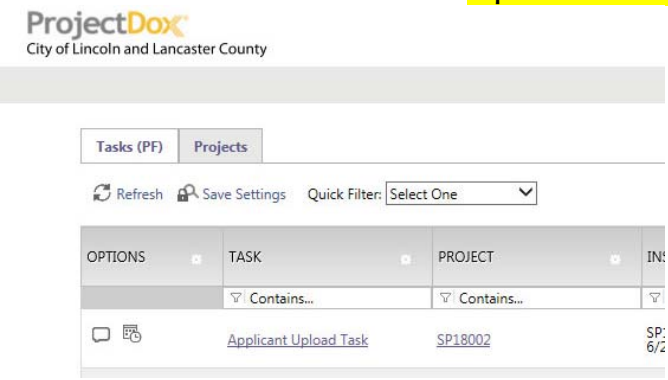
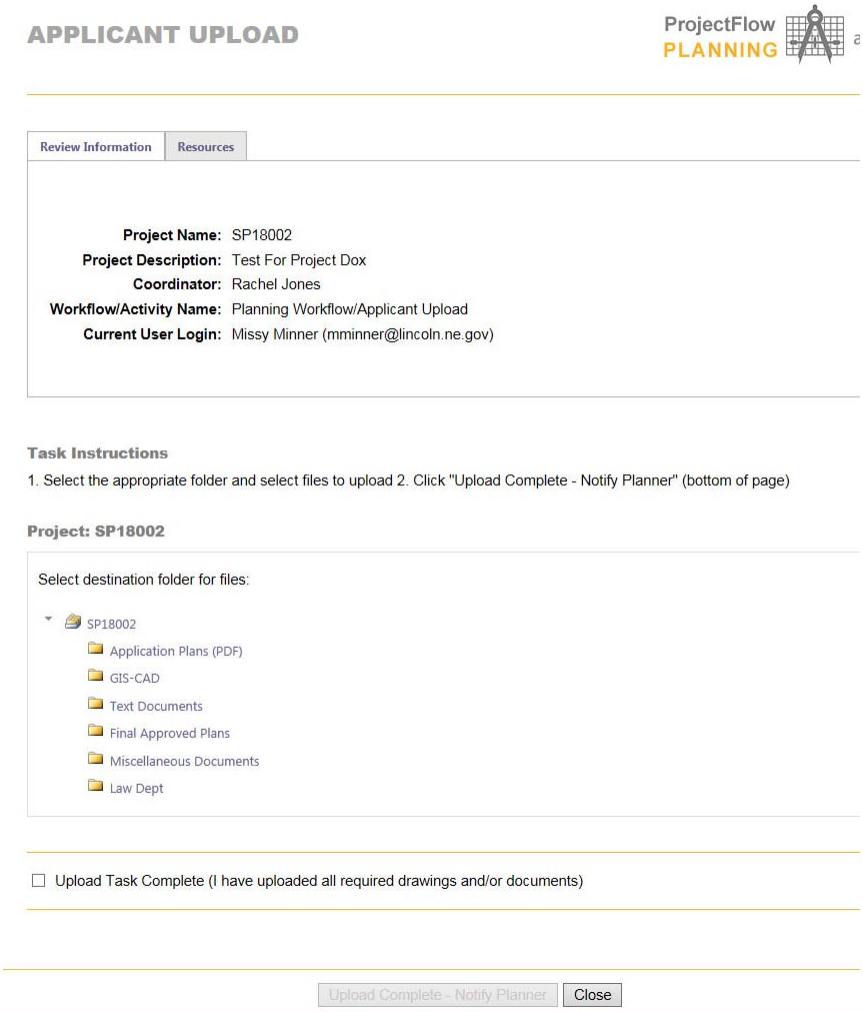
Applicant Upload Task
Quick Reference

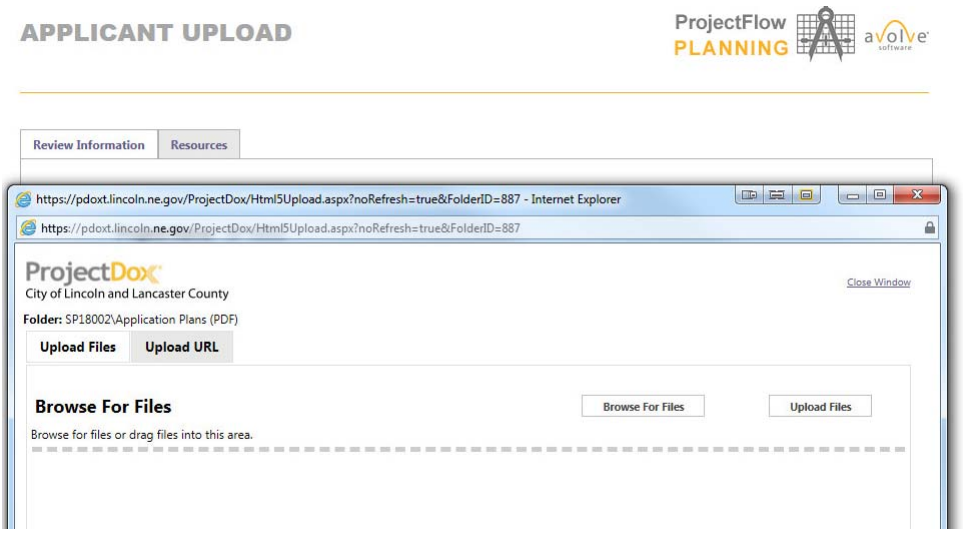
Updated October 1, 2018



Click on the Application Upload Task link for the appropriate project. You will be prompted to accept the task. Click OK when prompted to continue on to the eForm.



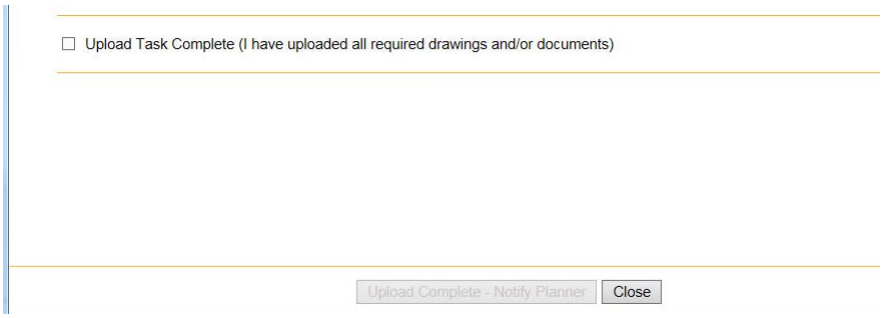
You are able to upload your project files directly from the eForm. Click the appropriate folder from the list to open the File upload dialog. (Your folder list may look slightly different.)



Click Browse for Files. Navigate to the files on your server and select them.

Click Upload Files.

If you need to upload additional files to other folders, close this window to return to the eform. Select the folder to which you will upload files and repeat the steps above.



When all files have been uploaded, select the check box for "Upload Task Complete".

When you check the Upload Task Complete box, the "Upload Complete – Notify Planner" button will become available. Click this button to complete your task.

Please note, the Planner will not receive your files until you click this button to complete your task.

It is VERY IMPORTANT that you complete your task to keep the application moving through on schedule.