



UPLOADING DOCUMENTS TO THE ONLINE APPLICATION

To upload any document, into the online application, follow the steps below. You may add one or more documents at a time. Completed Projects and Projects in Progress spreadsheets must be converted to a CSV format prior to uploading. See [Spreadsheet Conversion](#) job aid for details.

Note: Once you save a document, it **CANNOT** be deleted. You can “remove” documents prior to clicking the ‘**Save**’ button.

You will not be able to advance to the next page in the Application, until all required documents are uploaded.

- Part 1:** Uploading One Document (pages 1-3)
- Part 2:** Uploading Multiple Documents (pages 3-5)
- Part 3:** Removing an Uploaded Document (page 7)

Part 1: Uploading One (1) Document

1. Click the ‘**Add**’ button at the bottom of the page.

Supporting Documentation

Applicants must attach a minimum of two (2) or three (3) documents depending on Business Type. The Authorized Signatory Listing is required for all Applicants.

Supplier Diversity Office Certificate:

- Current Supplier Diversity Office Certificate(s), if applicable.

Corporation or LLC:

- Current Annual Report (Massachusetts Corporation, Foreign Corporation, or LLC).
- Articles of Incorporation (Massachusetts Corporation, Foreign Corporation).
- Certificate of Organization (LLC).

Sole Proprietorship:

- Business Certificate as filed with town clerk of town where business is located.

Partnership:

- Business Certificate as filed with the clerk of the city or town where is located.
- Articles of Formation or Partnership Agreement.

Business Trust:

- Declaration of Trust filed with the Secretary of the Commonwealth.

*** Authorized Signatory Listing:**

- [Authorized Signatory Listing](#) of all people allowed to sign on behalf of the company. (Required for all business types)

The maximum file size allowed is 30 MB.

Name	Type	Latest Update	Action
No records found.			

Add ←

Continue Application »

Save and resume later:

Figure 1.0

2. Select the document to upload. Click the 'Open' button, once you have selected the desired document.

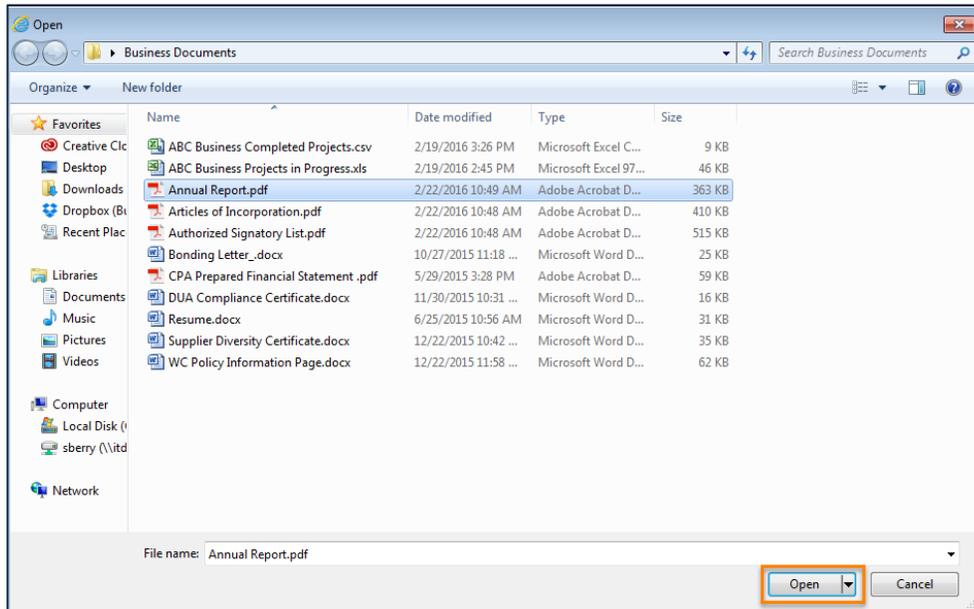


Figure 1.1

3. Once the document has been uploaded, example shown in figure 1.2, select the document type from the drop-down menu, shown in figure 1.3, then click the 'Save' button, shown in figure 1.4.

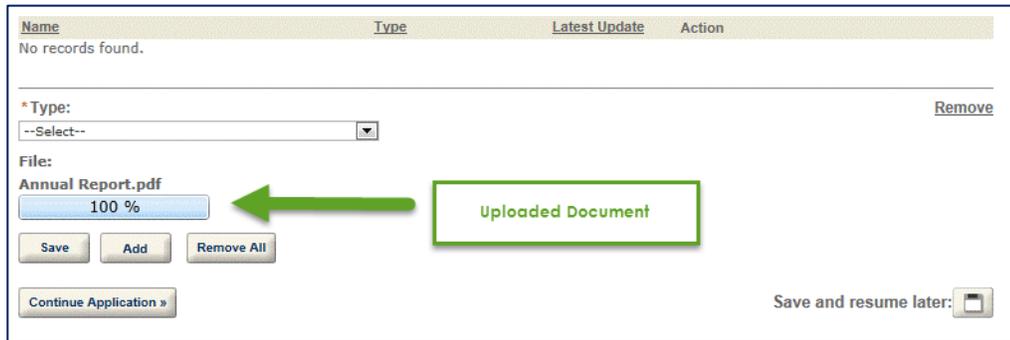


Figure 1.2

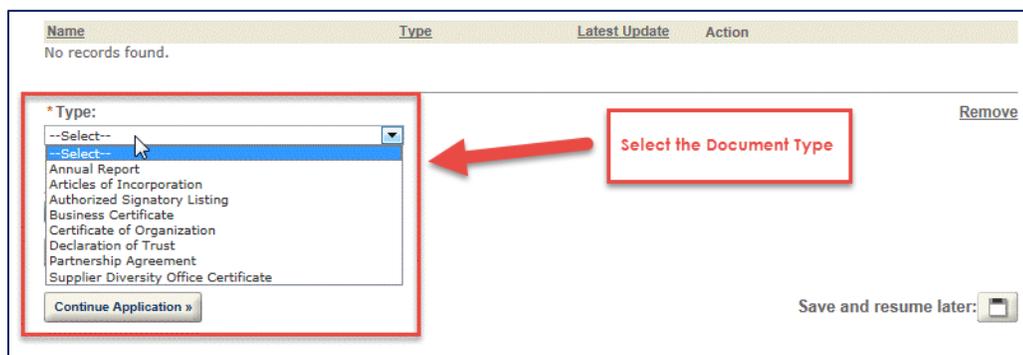


Figure 1.3

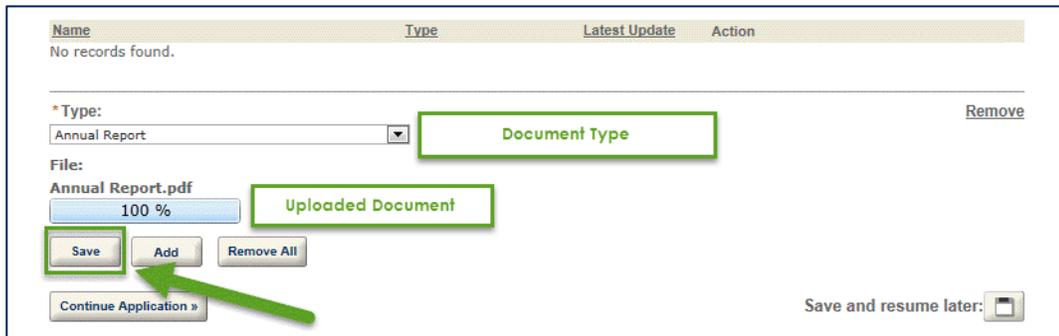


Figure 1.4

4. Once all required documents are uploaded to the page, click '**Continue Application**' button to move to the next page in the application, shown in figure 1.5.

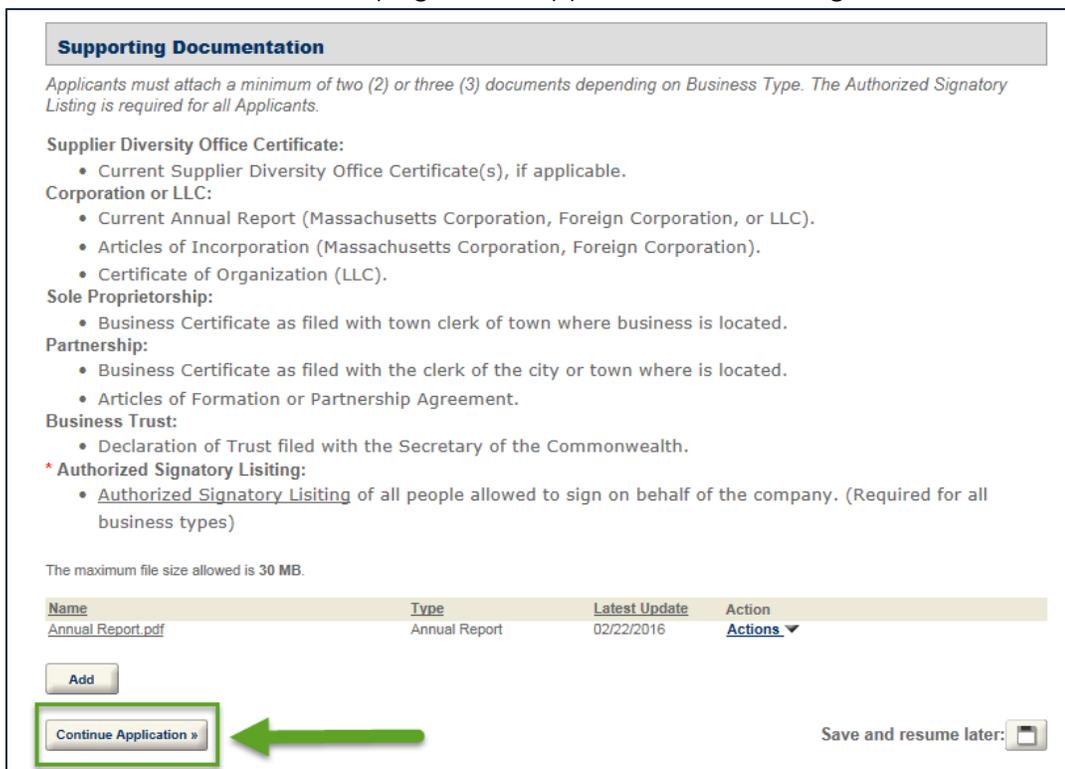
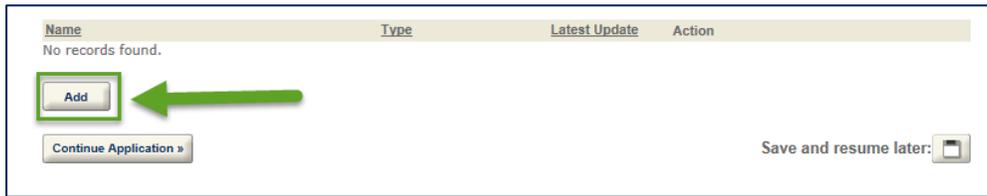


Figure 1.5

Part 2: Uploading Multiple Documents at Once

1. Click the 'Add' Button at the bottom of the page.



2. When selecting the file to upload, hold the 'Ctrl' button on the keyboard and click the files you want upload, see figure 2.0. Once all desired documents are highlighted, release the 'Ctrl' key. Click the 'Open' button and the documents will upload as a list in the application, shown in figure 2.1.

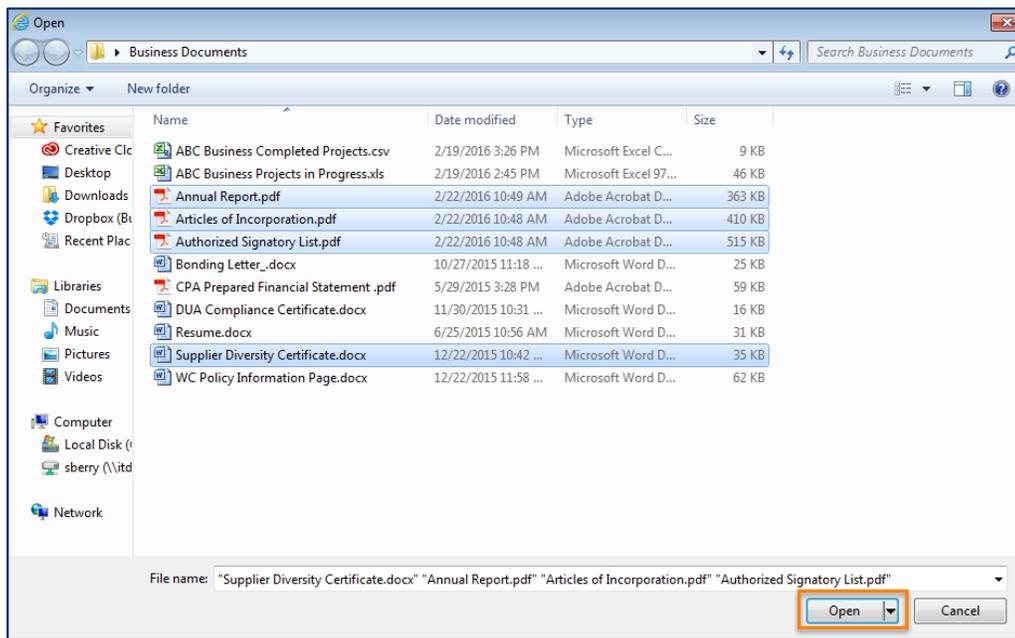


Figure 2.0

The maximum file size allowed is 30 MB.

Name	Type	Latest Update	Action
No records found.			
*Type: --Select--			Remove
File: Annual Report.pdf			
100 %			
*Type: --Select--			Remove
File: Articles of Incorporation.pdf			
100 %			
*Type: --Select--			Remove
File: Authorized Signatory List.pdf			
100 %			
*Type: --Select--			Remove
File: Supplier Diversity Certificate.docx			
100 %			

Save Add Remove All

Continue Application » Save and resume later:

Figure 2.1

- Once the documents have been uploaded, select the document types from the drop-down menu above each document, then click the 'Save' button, shown in figure 1.4.

Note: If you forget a document, you may add it in.

- Once the documents have been saved, click the 'Continue Application' button to move to the next page in the application, shown in figure 2.2.

Name	Type	Latest Update	Action
Annual Report.pdf	Annual Report	02/22/2016	Actions ▼
Supplier Diversity Certificate.docx	Supplier Diversity Office Certificate	02/22/2016	Actions ▼
Authorized Signatory List.pdf	Authorized Signatory Listing	02/22/2016	Actions ▼
Articles of Incorporation.pdf	Articles of Incorporation	02/22/2016	Actions ▼

Add

Continue Application »

Save and resume later:

Figure 2.2

Part 3: Removing an Uploaded Document

After uploading a document and **BEFORE** clicking the 'Save' button, documents can be removed from the application by clicking the 'Remove' link, shown in figure 3.0.

The screenshot displays a web application interface for document management. At the top, there is a table header with columns: Name, Type, Latest Update, and Action. Below the header, it states "No records found." The main content area lists four documents, each with a "Remove" link. The first document is "Annual Report" (Type: Annual Report, File: Annual Report.pdf, 100% upload progress). The second is "Articles of Incorporation" (Type: Articles of Incorporation, File: Articles of Incorporation.pdf, 100% upload progress). The third is "Authorized Signatory Listing" (Type: Authorized Signatory Listing, File: Authorized Signatory List.pdf, 100% upload progress). The fourth is "Supplier Diversity Office Certificate" (Type: Supplier Diversity Office Certificate, File: Supplier Diversity Certificate.docx, 100% upload progress). At the bottom of the interface, there are buttons for "Save", "Add", "Remove All", and "Continue Application ». On the right side, there is a "Save and resume later:" option with a folder icon. The "Remove" link for the first document is highlighted with a red box and a mouse cursor.

Figure 3.0

If additional technical assistance is needed, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federal observed holidays. If you prefer, you can also e-mail the ePLACE Help Desk at ePLACE_helpdesk@state.ma.us.