## 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 <u>Spreadsheet Conversion</u> job aid for details.

**<u>Note</u>**: Once you save a document, it <u>CANNOT</u> 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 <u>all</u> 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 Documentat	ion			
Applicants must attach a minimu Listing is required for all Applica		nents depending on Bu	siness Type	e. The Authorized Signatory
Supplier Diversity Office Certi	ficate:			
Current Supplier Diver Corporation or LLC:	rsity Office Certificate(s), if	applicable.		
Current Annual Report	(Massachusetts Corporatio	on, Foreign Corporati	on, or LLC	C).
<ul> <li>Articles of Incorporation</li> </ul>	on (Massachusetts Corporat	tion, Foreign Corpora	ition).	
<ul> <li>Certificate of Organiza</li> <li>Sole Proprietorship:</li> </ul>	tion (LLC).			
<ul> <li>Business Certificate as Partnership:</li> </ul>	filed with town clerk of tow	wn where business is	located.	
<ul> <li>Business Certificate as</li> </ul>	filed with the clerk of the	city or town where is	located.	
<ul> <li>Articles of Formation of Business Trust:</li> </ul>	or Partnership Agreement.			
Declaration of Trust fil	ed with the Secretary of th	e Commonwealth.		
Authorized Signatory Lisiting	g:			
<ul> <li><u>Authorized Signatory I</u> business types)</li> </ul>	<u>Lisiting</u> of all people allowed	d to sign on behalf of	the comp	oany. (Required for all
The maximum file size allowed is 30 M	В.			
Name	Type	Latest Update	Action	
No records found.				
Add	-			
Continue Application »				Save and resume later:

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

rganize 🔻 Ne	ew folder				) = • E	
Favorites	Name	Date modified	Туре	Size		
Oreative Clc	ABC Business Completed Projects.csv	2/19/2016 3:26 PM	Microsoft Excel C	9 KB		
E Desktop	ABC Business Projects in Progress.xls	2/19/2016 2:45 PM	Microsoft Excel 97	46 KB		
Downloads	Annual Report.pdf	2/22/2016 10:49 AM	Adobe Acrobat D	363 KB		
😌 Dropbox (Bı	T Articles of Incorporation.pdf	2/22/2016 10:48 AM	Adobe Acrobat D	410 KB		
🔛 Recent Plac	🗾 Authorized Signatory List.pdf	2/22/2016 10:48 AM	Adobe Acrobat D	515 KB		
	Bonding Letterdocx	10/27/2015 11:18	Microsoft Word D	25 KB		
Libraries	😎 CPA Prepared Financial Statement .pdf	5/29/2015 3:28 PM	Adobe Acrobat D	59 KB		
Documents	DUA Compliance Certificate.docx	11/30/2015 10:31	Microsoft Word D	16 KB		
J Music	Resume.docx	6/25/2015 10:56 AM	Microsoft Word D	31 KB		
E Pictures	Supplier Diversity Certificate.docx	12/22/2015 10:42	Microsoft Word D	35 KB		
Videos	WC Policy Information Page.docx	12/22/2015 11:58	Microsoft Word D	62 KB		
Computer						
🏭 Local Disk (						
🚽 sberry (\\itd						
Network						
	File name: Annual Report.pdf					

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.

*Type:		Remove
Select		Kelhove
File:		
Annual Report.pdf		
100 %	Uploaded Document	
Save Add Remove All		
		Save and resume later:

<u>Name</u> No records found.	Type Latest Update	Action
*Туре:		Remove
Select	Select the	e Document Type
Annual Report Articles of Incorporation		
Authorized Signatory Listing Business Certificate		
Certificate of Organization		
Declaration of Trust Partnership Agreement		
Supplier Diversity Office Certificate		
Continue Application »		Save and resume later:
Container of provide the second secon		

Figure 1.3

<u>Name</u> No records found.	Туре	Latest Update	Action
*Type:			Remove
Annual Report	1000	Document Type	
File:			
Annual Report.pdf	under die die service die	1	
100 %	Uploaded Document		
Save Add Remove	All	-	
Continue Application a			Save and resume later
Continue Application »			Save and resume later:

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.

Applicants must attach a minim Listing is required for all Applica	um of two (2) or three (3) docume ants.	nts depending on Bu	isiness Type. Ti	he Authorized Signatory
Supplier Diversity Office Cert	ificate:			
	rsity Office Certificate(s), if a	pplicable.		
Corporation or LLC:				
<ul> <li>Current Annual Report</li> </ul>	t (Massachusetts Corporation	, Foreign Corporat	ion, or LLC).	
<ul> <li>Articles of Incorporati</li> </ul>	on (Massachusetts Corporatio	n, Foreign Corpor	ation).	
<ul> <li>Certificate of Organiza</li> <li>Sole Proprietorship:</li> </ul>	ation (LLC).			
	s filed with town clerk of town	n where business is	s located.	
Partnership:				
<ul> <li>Business Certificate a</li> </ul>	s filed with the clerk of the cit	y or town where is	s located.	
Articles of Formation	or Partnership Agreement.			
Business Trust:	. 2			
<ul> <li>Declaration of Trust fi</li> </ul>	led with the Secretary of the	Commonwealth.		
* Authorized Signatory Lisitin	g:			
<ul> <li>Authorized Signatory</li> </ul>	Lisiting of all people allowed t	to sign on behalf o	f the company	y. (Required for all
business types)				
The maximum file size allowed is 30 N	IB.			
Name	Туре	Latest Update	Action	
Annual Report.pdf	Annual Report	02/22/2016	Actions V	
Add				
Add				

### Part 2: Uploading Multiple Documents at Once

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

Name	Type	Latest Update	Action	
No records found.				
Add				
Continue Application »				Save and resume later:

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.

0								1000	
rganize 🔻 Ne	w folder						-		(
Favorites	Name	^	Date modified	Туре	Size				
Oreative Clc	ABC Busin	ess Completed Projects.csv	2/19/2016 3:26 PM	Microsoft Excel C	9 KB				
📃 Desktop	ABC Busin	ess Projects in Progress.xls	2/19/2016 2:45 PM	Microsoft Excel 97	46 KB				
📕 Downloads	<table-cell-rows> Annual Rep</table-cell-rows>	port.pdf	2/22/2016 10:49 AM	Adobe Acrobat D	363 KB				
😌 Dropbox (Bı	T Articles of	Incorporation.pdf	2/22/2016 10:48 AM	Adobe Acrobat D	410 KB				
📃 Recent Plac	🔁 Authorized	Signatory List.pdf	2/22/2016 10:48 AM	Adobe Acrobat D	515 KB				
	Bonding L	etterdocx	10/27/2015 11:18	Microsoft Word D	25 KB				
Libraries	🗾 CPA Prepa	red Financial Statement .pdf	5/29/2015 3:28 PM	Adobe Acrobat D	59 KB				
Documents	🗐 DUA Com	oliance Certificate.docx	11/30/2015 10:31	Microsoft Word D	16 KB				
J Music	🖳 Resume.do	ICX .	6/25/2015 10:56 AM	Microsoft Word D	31 KB				
Pictures	🖳 Supplier Di	versity Certificate.docx	12/22/2015 10:42	Microsoft Word D	35 KB				
Videos	WC Policy	Information Page.docx	12/22/2015 11:58	Microsoft Word D	62 KB				
Computer									
Local Disk (									
🚽 sberry (\\itd									
Vetwork									
	File name: "Su	pplier Diversity Certificate.docx"	"Annual Report.pdf" "A	rticles of Incorporation	.pdf" "Authorized Si	gnatory List.pdf"			1
						Open -		Cancel	-

The maximum file size allowed is 30 MB.				
Name	Type	Latest Update	Action	
No records found.				
* Type:				Remove
Select	-			
File:				
Annual Report.pdf				
100 %				
* Type:				Remove
Select	•			
File:				
Articles of Incorporation.pdf				
100 %				
*Type:				Remove
Select	×			Incillove
File:				
Authorized Signatory List.pdf				
100 %				
*Type:				Remove
Select				
File:				
Supplier Diversity Certificate.docx				
100 %				
Save Add Remove All				
Outline Andlessing a			6-	un and secure later
Continue Application »			Sa	ve and resume later:

Figure 2.1

3. Once the documents have been uploaded, select the document types from the dropdown 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.

4. 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 V	
Authorized Signatory List.pdf	Authorized Signatory Listing	02/22/2016	Actions V	
Articles of Incorporation.pdf	Articles of Incorporation	02/22/2016	Actions V	
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.

Name	Туре	Latest Update	Action	
No records found.				
*Type:				Remove
Annual Report	•			5
File:				
Annual Report.pdf 100 %				
*Type:				Remove
Articles of Incorporation				
File:				
Articles of Incorporation.pdf				
100 %				
*Type:				Remove
Authorized Signatory Listing				
File:				
Authorized Signatuory List.pdf				
100 %				
*Type:				Remove
Supplier Diversity Office Certificate	•			Kemore
File:				
Supplier Diversity Certificate.docx				
100 %				
Save Add Remove All				
Continue Application »				Save and resume later:
		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 <u>ePLACE helpdesk@state.ma.us</u>.