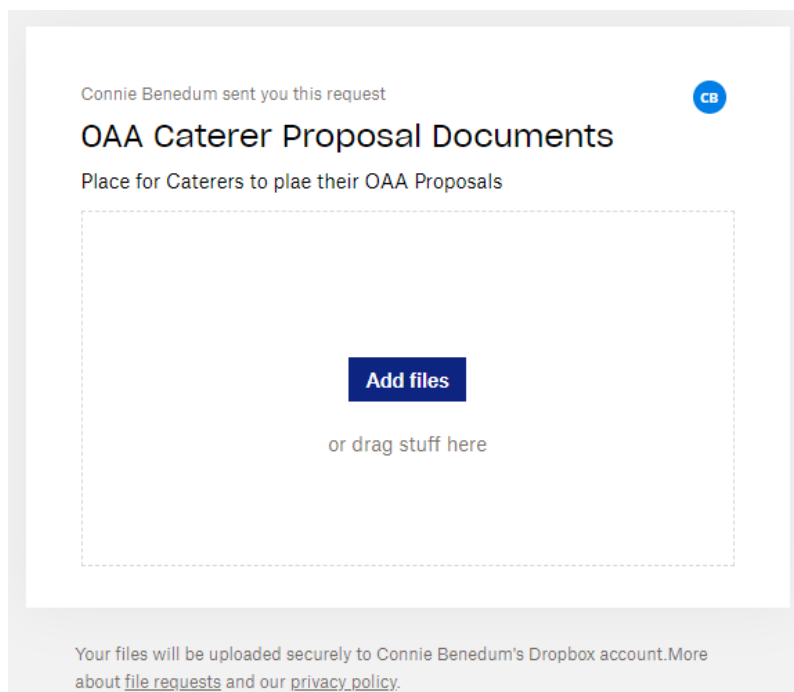
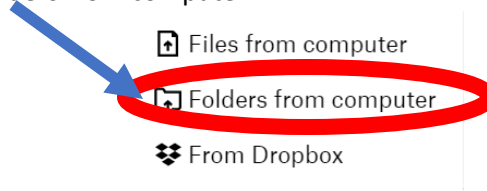


## Dropbox Instructions

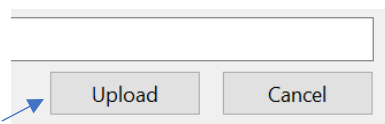
1. Before going to Dropbox compile all of the required proposal documents on your computer.
  - a. Place them all in a folder that includes your agency name.
  - b. Name each separate file with the Application Order # (including any leading zeroes) before the file name.
2. When all of the competitive proposal documents are complete:
  - a. Click on Dropbox Address. (Address will not work with Internet Explorer)  
<https://www.dropbox.com/request/8zDWVuWHuTKbglA998fE>
  - b. You will see this:



- c. Click on Add Files
- d. Choose Folders from computer



- e. Browse your computer and find the location of the folder containing the Proposal Documents.



- f. Click on that folder and click Upload.
- g. Uploading may take a moment, please be patient.
- h. We will receive notification that your files have been uploaded via Dropbox.

**\*\*\* As a reminder please hand deliver your complete competitive proposal with original signatures. \*\*\***