

Dropbox Instructions

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- 1. Before going to Dropbox compile all 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 the competitive proposal documents are complete:
 - a. Click on Dropbox Address. (Address will not work with Internet Explorer) https://www.dropbox.com/request/yVBQpDfMXU3uUbt5hXsL
 - b. You will see this:

Connie Benedum se	nt you this request	СВ
OAA Comn	nunity Based Services	
Proposal L	link	
	Add files	
	or drag stuff here	
Click on Add Files		
Choose Folders fror	n computer	
2	Folders from computer	
	😻 From Dropbox	
D	the second final the large time of the folder second	taining the Duan and
Browse your compl	iter and find the location of the folder con	taining 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.

Upload

Cancel

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