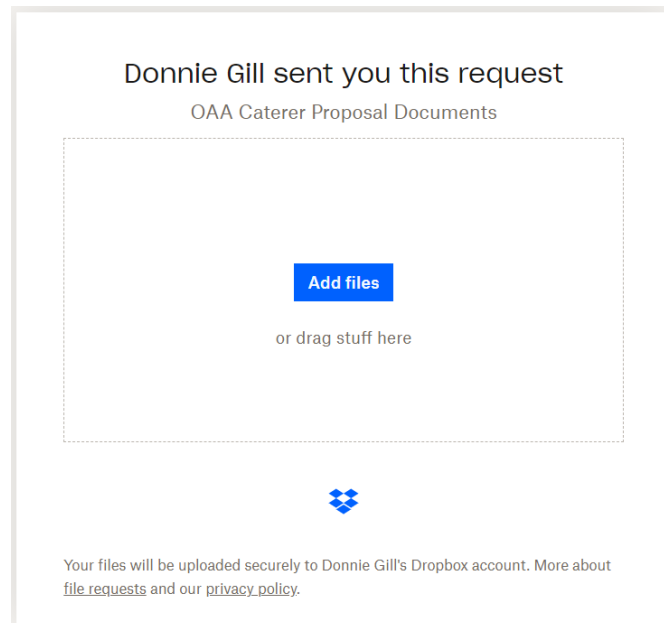
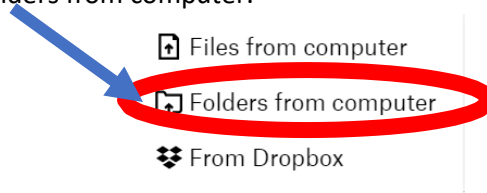


Dropbox Instructions

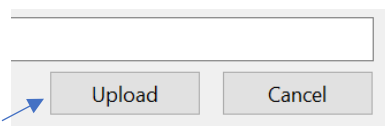
1. Before going to Dropbox compile all of the required proposal documents on your computer.
 - a. Place them all in a folder that includes your agency name.
 - b. Name each separate file with the Application Order # (including any leading zeroes) before the file name.
2. When all of the competitive proposal documents are complete:
 - a. Click on Dropbox Address. (Address will not work with Internet Explorer).
<https://www.dropbox.com/request/FoT9c5g90a9S8fukFrvv>
 - 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. *****