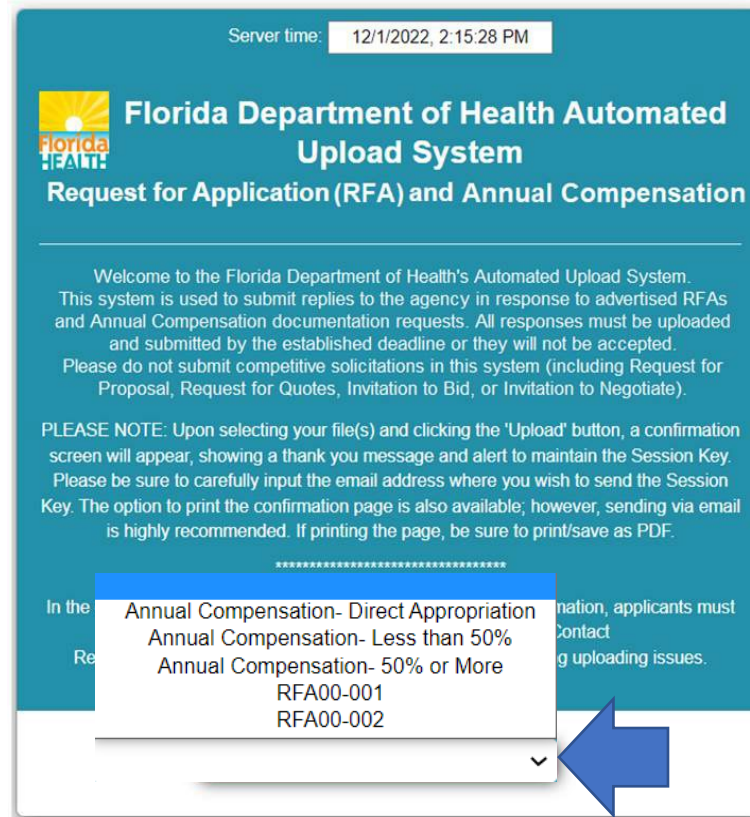


To applicants and those uploading other documentation:

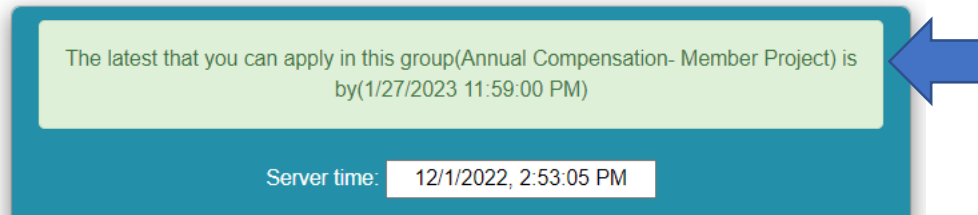
Before accessing the upload system, please review the following instructions and click the link **(Acknowledgment and System Access)** at the bottom to confirm acknowledgment of this information.

Follow these instructions for uploading files, receiving confirmation, and saving the Security Key provided on the successful upload confirmation screen.

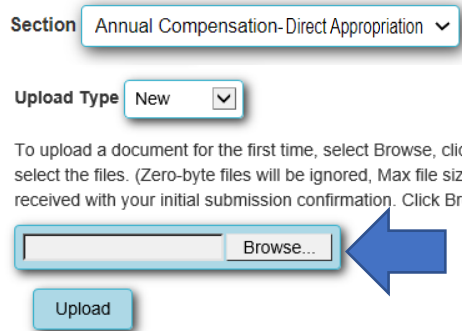
1. Select the applicable group from the options in the drop-down menu.



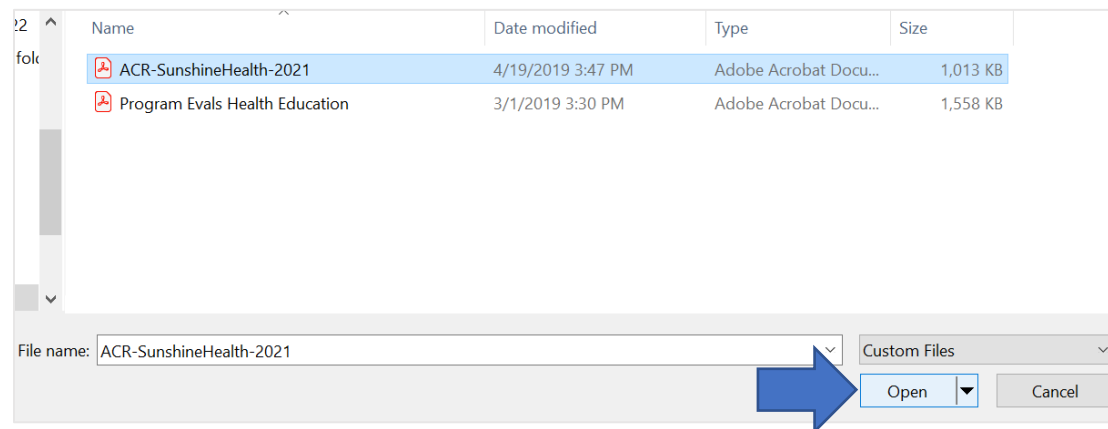
2. The submission deadline will appear at the top of the screen.



3. Click Browse to locate the desired document(s).



4. Select document for uploading.



5. The document file location will populate the Browse box. Click the Upload button.

Section: Annual Compensation-Direct Appropriation

Upload Type: New

To upload a document for the first time, select Browse, click to choose file(s), then select the files. (Zero-byte files will be ignored, Max file size: 28MB)

J:\GenSvcs\ContractAdm Browse...

Upload

6. A confirmation screen should appear, requesting that the Session Key be maintained as proof of submission. Enter an email address to receive the Session Key for confirmation that the file has been successfully uploaded. Click Send Email.

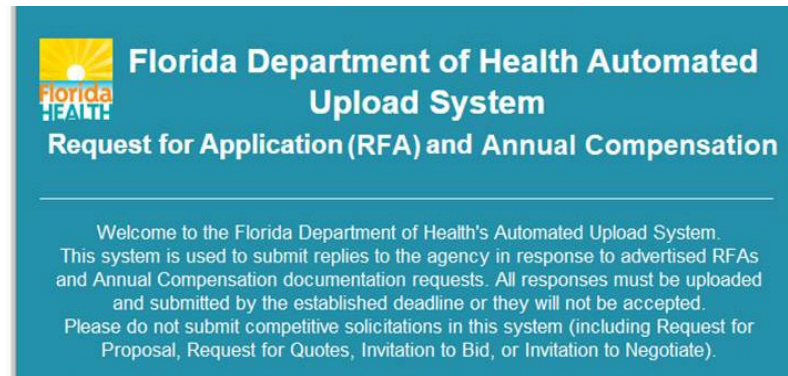
Thank you for your submission. Please maintain the Session Key as proof of submission.

Session Key: 023ae0e2-d1a9-4bf5-8120-4cbcf6d7f4f0

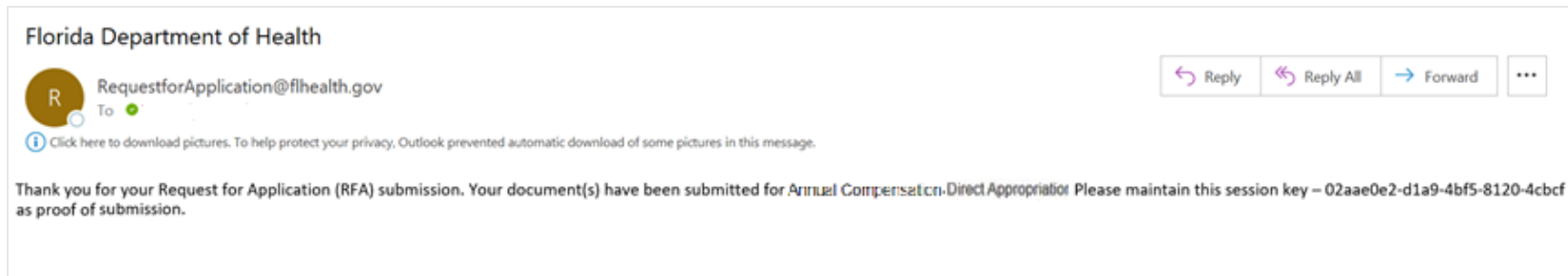
Email:

Send Email Print

7. Upon sending the email, the screen will return to the main upload page.



8. The confirmation email with Session Key should be received at the email address provided by the applicant. **The Session Key *must* be saved by the applicant/person uploading documentation, as proof of submission.** The Contract Administration and Oversight Section will also receive the confirmation email as a notification that a file has been uploaded. The email is received at RequestforApplication@flhealth.gov.



Click on the link below to acknowledge your reading and understanding of the above information and access the Automated Upload System.

[Acknowledgment and System Access](#)