Applicants: Before accessing the upload system, please review the following instructions and click the link (<mark>Acknowledgement and System Access</mark>) at the bottom to confirm acknowledgement 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 application group (RFA#) from the options in the drop-down menu.
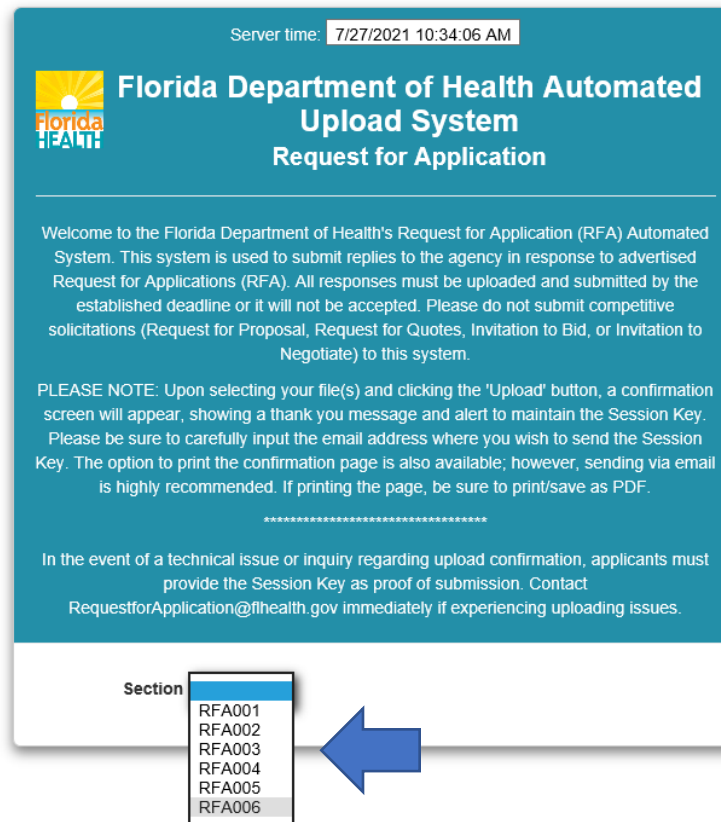
2. The submission deadline will appear at the top of the screen.

The latest that you can apply in this group(RFA006) is by(2/1/2023 5:00:00 PM)

Server time: 7/27/2021 10:35:05 AM

Florida Department of Health Automated Up

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

Section RFA006 ⌄

Upload Type New ⌄

To upload a document for the first time, select Browse, click to choose file(s), then click Upload. Upload one or more files (pdf, xls, xlsx, doc, docx only). To upload multiple files, click the keyboard's Ctrl key and select the files. (Zero-byte files will be ignored, Max file size: 28MB)</p> <p>To replace a previously uploaded document, select Overwrite from the Upload Type drop-down menu. You must enter the session key received with your initial submission confirmation. Click Browse to choose the updated file(s), then click Upload. **Note: the updated file(s) must have the exact same file name as the document(s) being replaced.**

Browse...

Upload

4. Select document for uploading.

RFA006-Diabetes-SunshineHealth,Inc.	4/19/2019 3:47 PM	Adobe Acrobat Docu...	1,013 KB
RFA006Genesis Community Health	3/25/2019 4:24 PM	Adobe Acrobat Docu...	2,249 KB
RFA006-Sexual-Risk-Avoidance_We-Care-Netw...	4/19/2019 3:43 PM	Adobe Acrobat Docu...	1,633 KB

File name: RFA006-Diabetes-SunshineHealth,Inc.   Custom Files (*.pdf;*.xlsx;*.xls;*. ⌄

Open ⌄   Cancel

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

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.
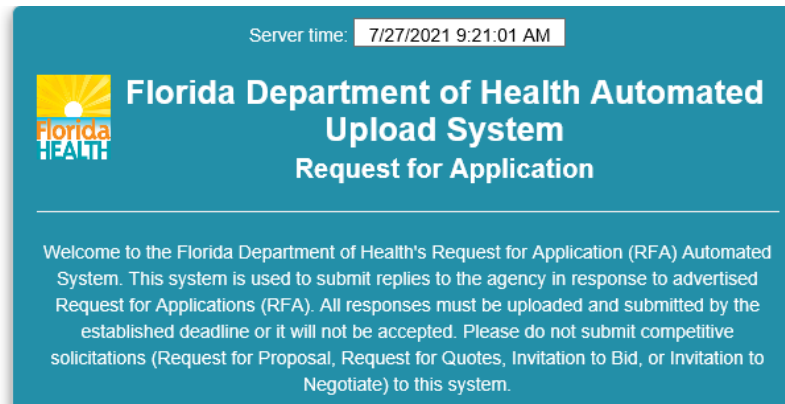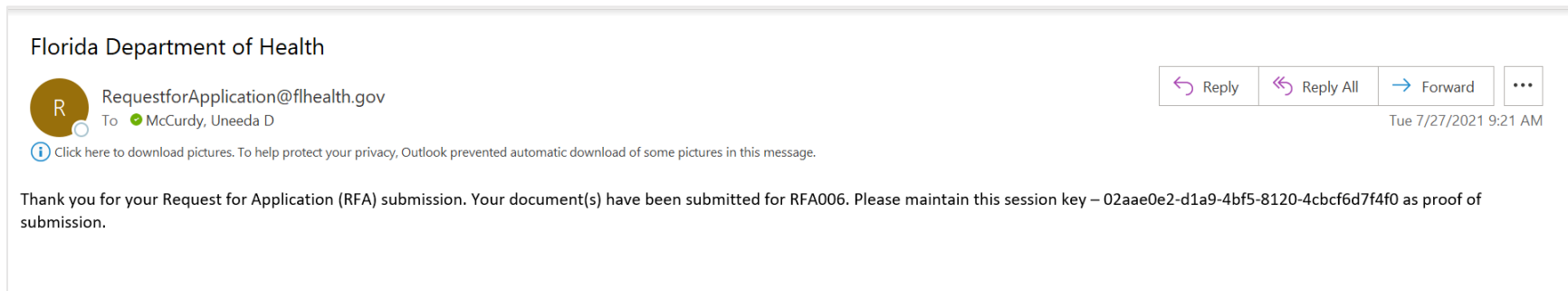

7. Upon sending the email, the screen will return to the main upload page.

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 as proof of submission.** The Office of Contracts will also receive the confirmation email as a notification that a file has been uploaded. The email is received at RequestforApplication@flhealth.gov.

Florida Department of Health

R   RequestforApplication@flhealth.gov
     To ● McCurdy, Uneeda D

↩ Reply   ↩ Reply All   → Forward   ...
Tue 7/27/2021 9:21 AM

ⓘ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Thank you for your Request for Application (RFA) submission. Your document(s) have been submitted for RFA006. Please maintain this session key – 02aae0e2-d1a9-4bf5-8120-4cbcf6d7f4f0 as proof of submission.

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

Acknowledgement and System Access