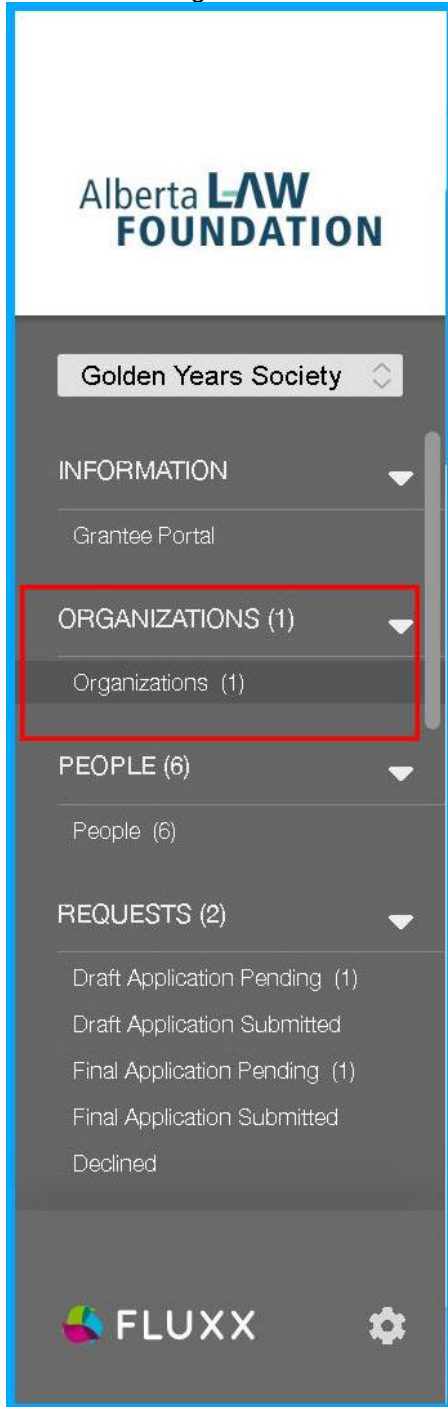


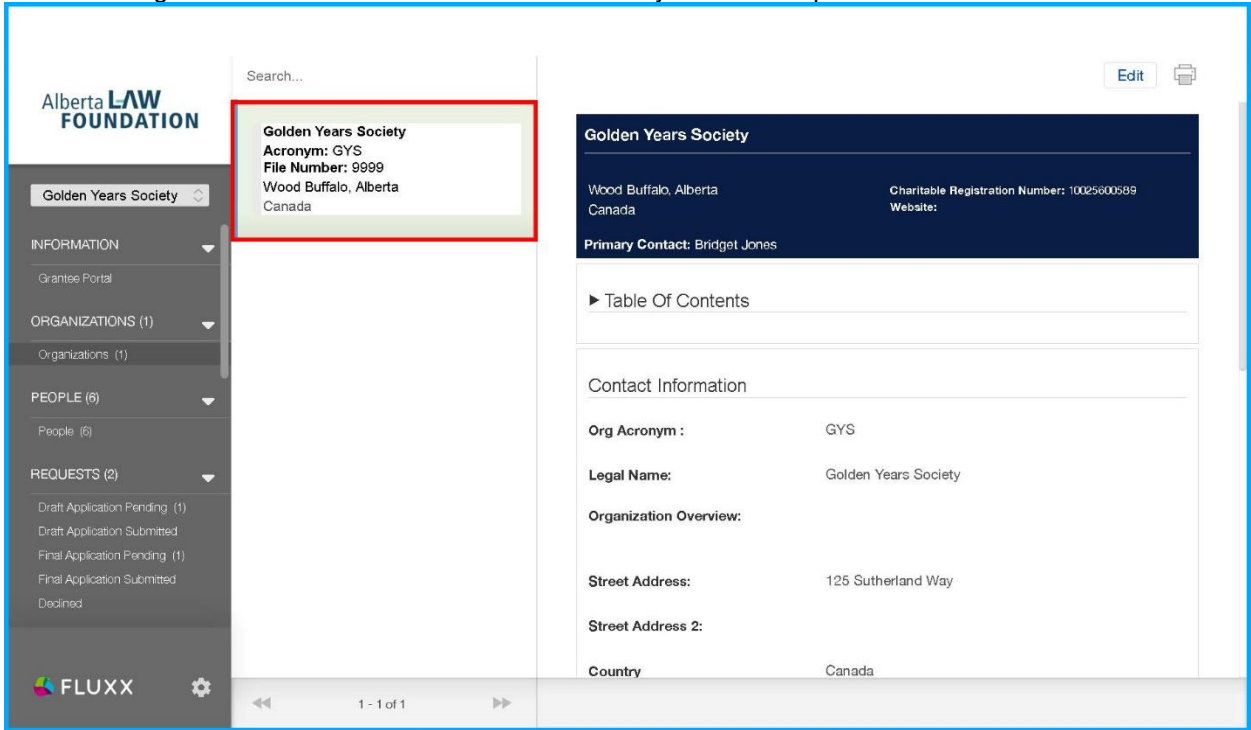
Grantee Portal Training Manuals

How to Upload Documents Through the Organization Card

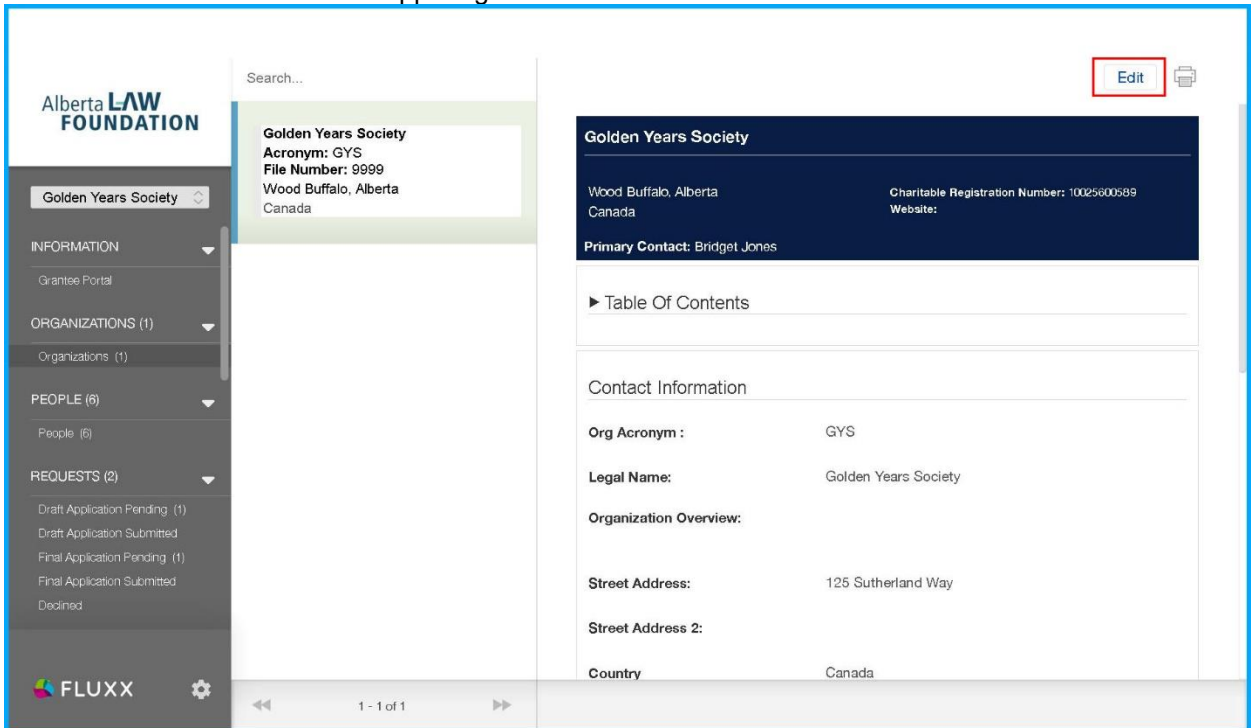
1. Click on the "Organizations" card under the "Organizations" section.



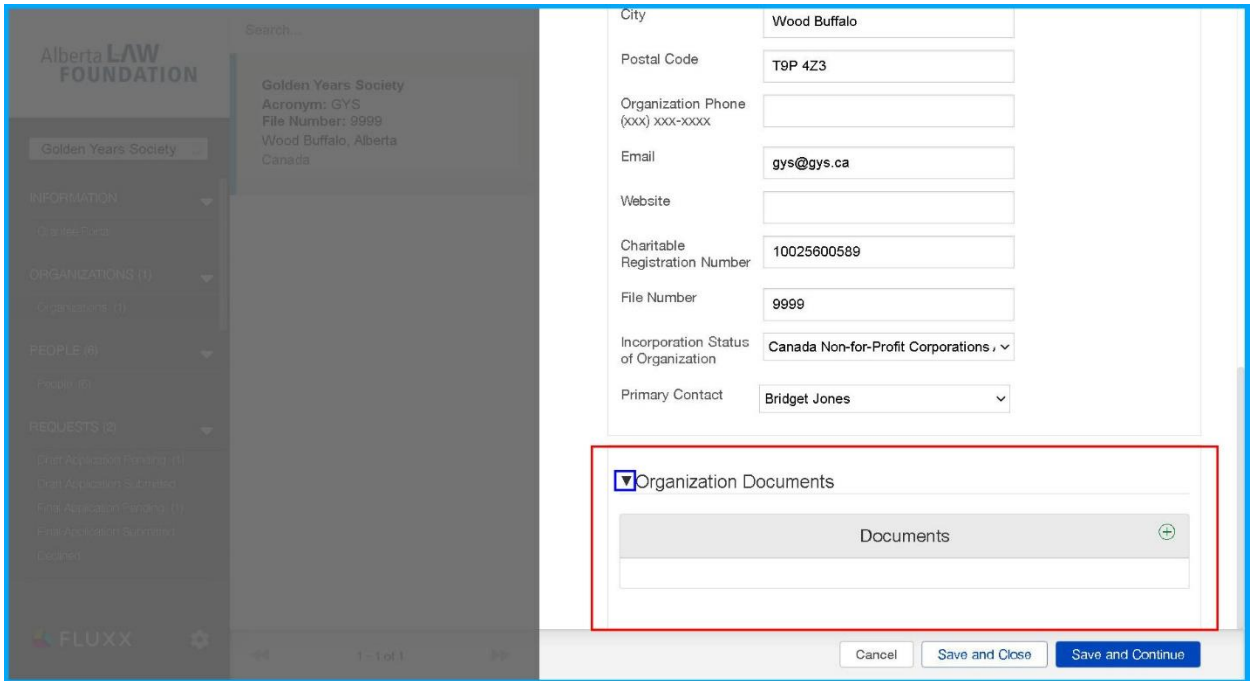
2. Select the organization associated with the documents you want to upload.



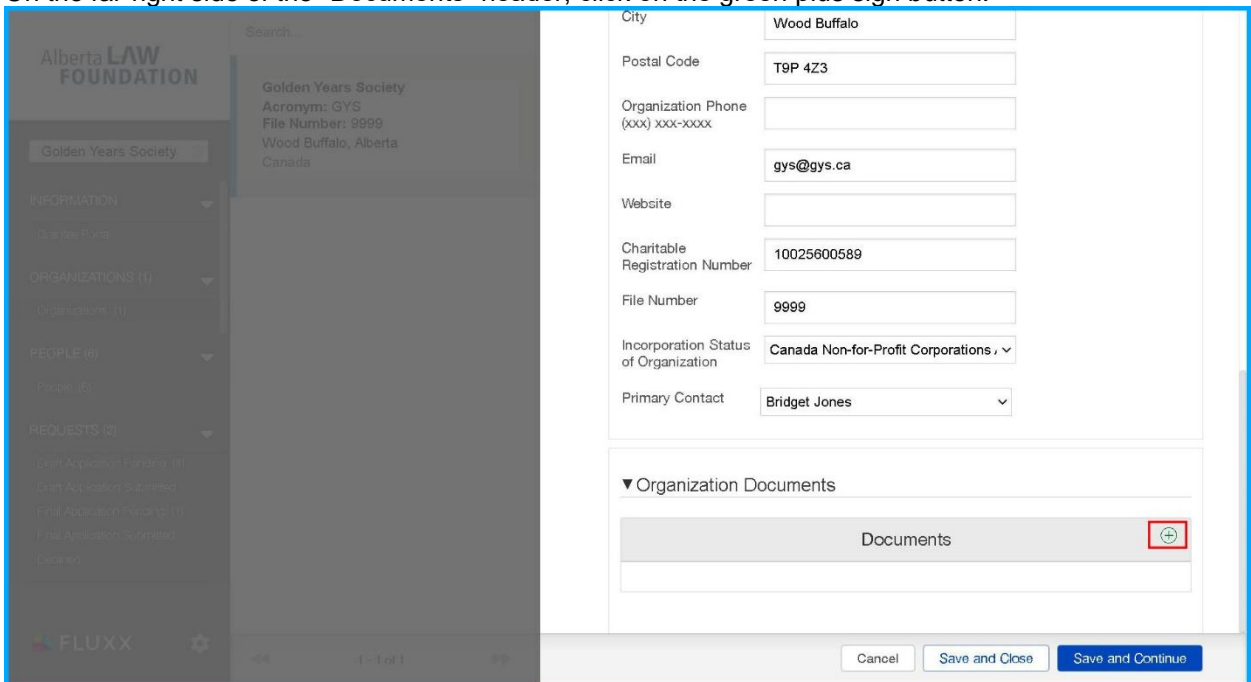
3. Click on the "Edit" button on the upper right.



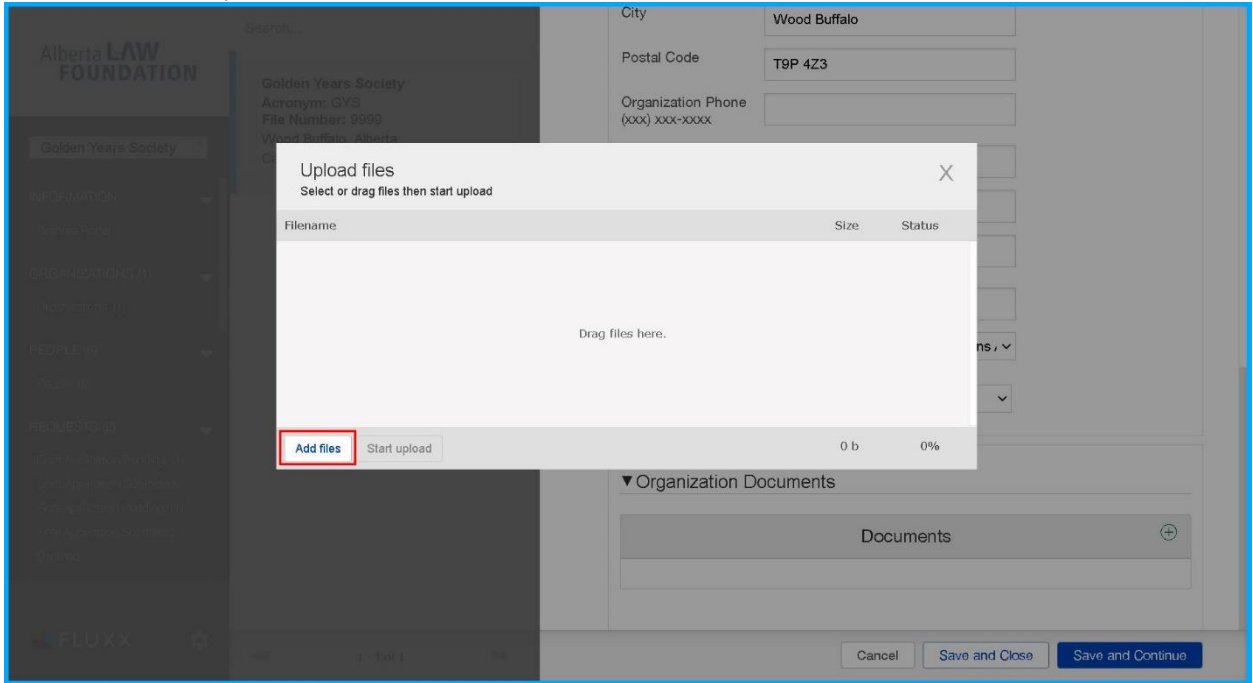
4. Scroll down until you reach the “Organization Documents” section. Click on the arrowhead [blue box] to show the contents under it.



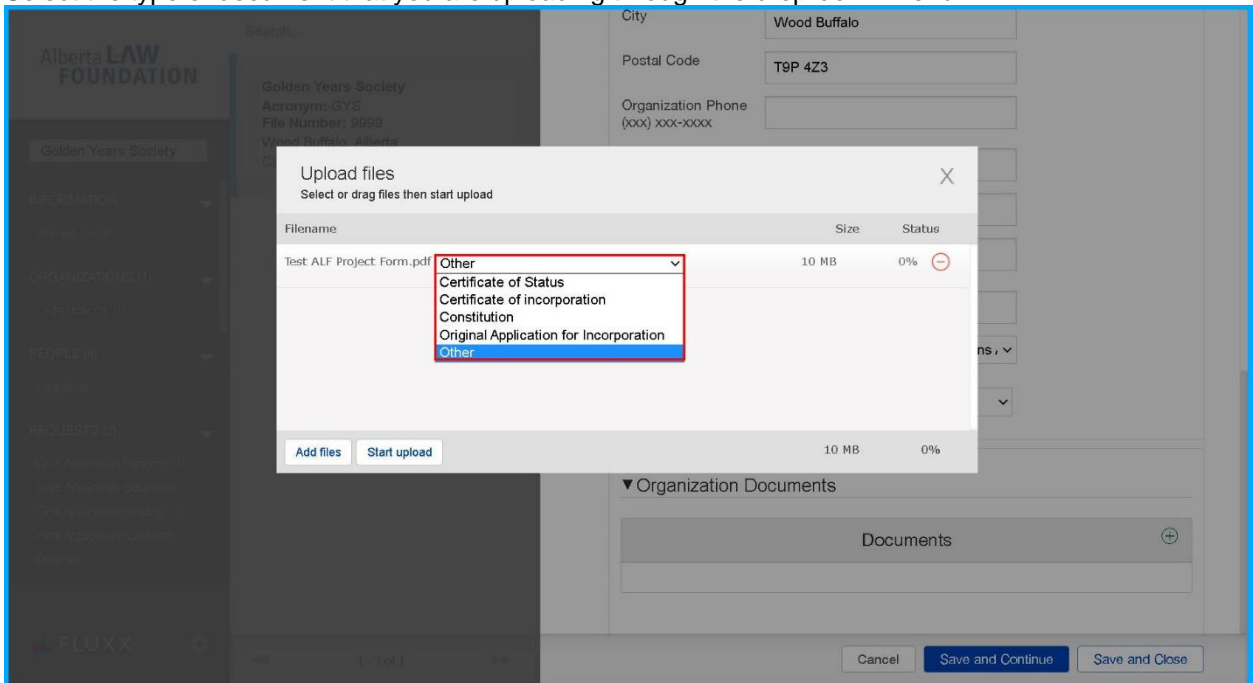
5. On the far-right side of the “Documents” header, click on the green plus sign button.



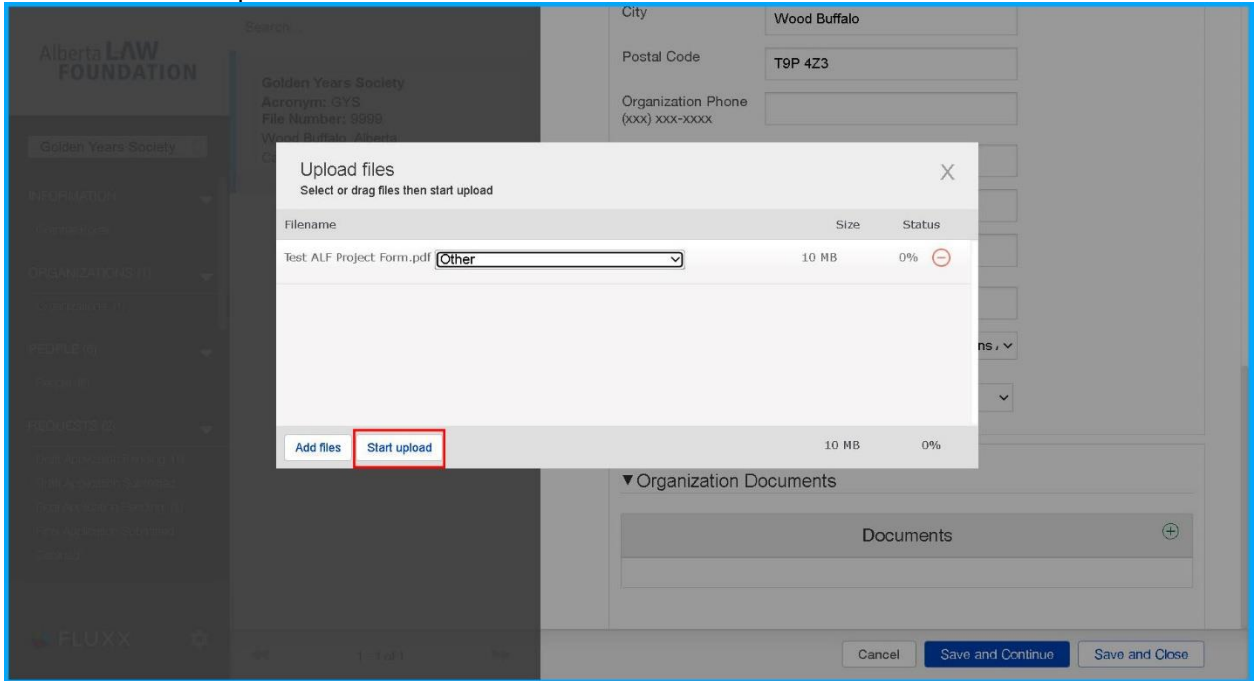
6. In the new window, click on the “Add files” button.



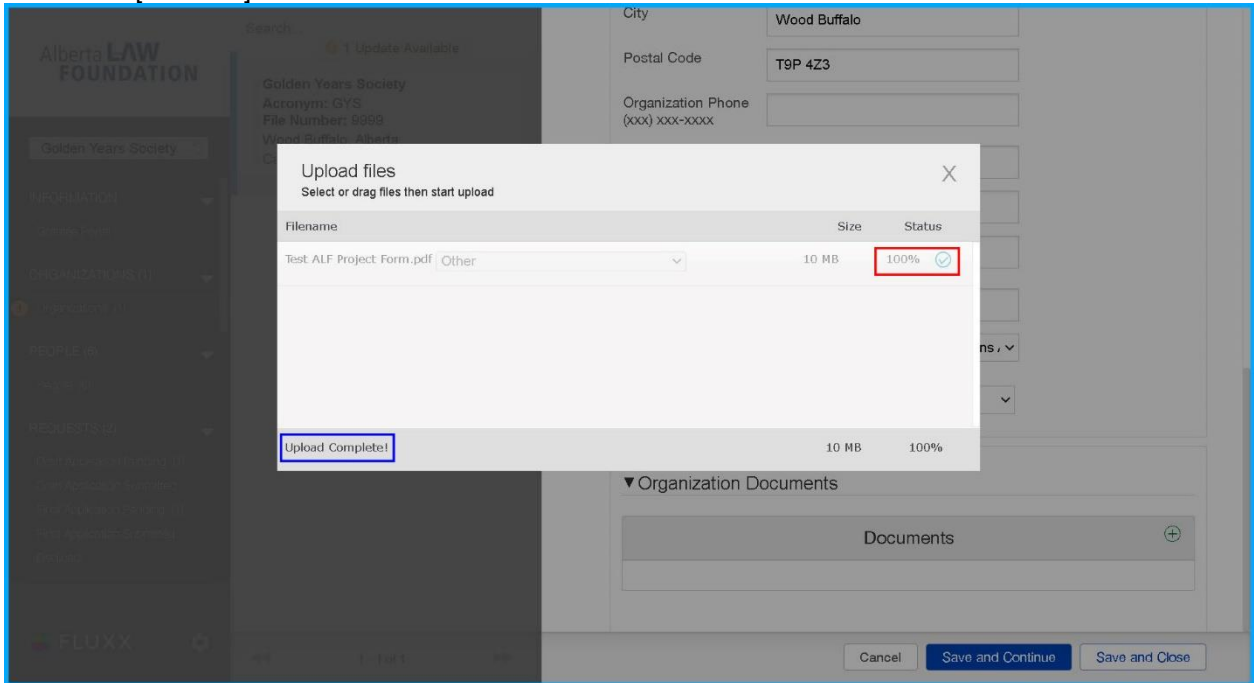
7. Your computer files will open here and then select the document that you want to upload.
8. Select the type of document that you are uploading through the drop-down menu.



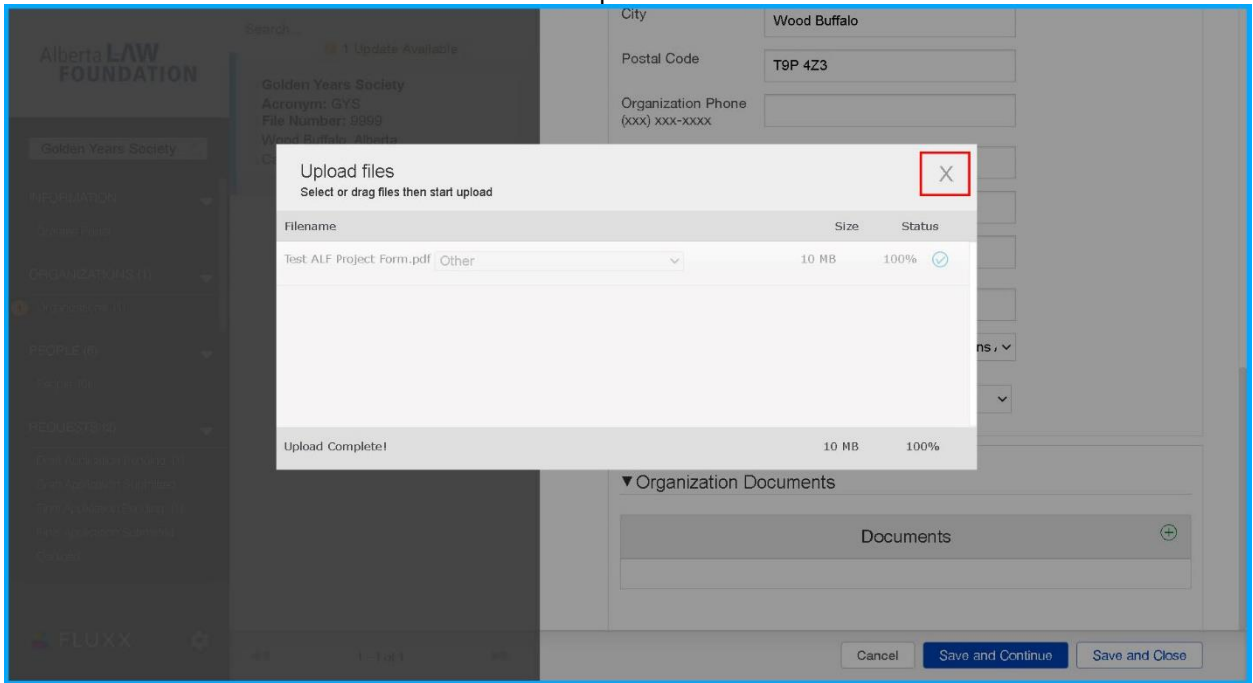
9. Click on the “Start upload” button.



10. Wait until the status bar says 100% [red box] and you see the upload complete message on the bottom left [blue box].



11. Click on the “X” icon in the window to return to the previous screen.




12. Your uploaded document should now appear under the “Documents” header.

The screenshot shows a web form for an organization profile. The form fields are as follows:

Organization Phone (xxx) xxx-xxxx	<input type="text"/>
Email	<input type="text" value="gys@gys.ca"/>
Website	<input type="text"/>
Charitable Registration Number	<input type="text" value="10025600589"/>
File Number	<input type="text" value="9999"/>
Incorporation Status of Organization	<input type="text" value="Canada Non-for-Profit Corporations ,"/>
Primary Contact	<input type="text" value="Bridget Jones"/>

Below the form is a section titled "Organization Documents" with a dropdown arrow. Underneath is a "Documents" header with a plus icon. A single document is listed:

 Test ALF Project Form.pdf	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Other			
Added by Bridget Jones at 3:46 PM on 2 September 2022			

At the bottom of the form are three buttons: "Cancel", "Save and Continue", and "Save and Close".