



Online Grant System: Helpful Hints for Uploading Files

Shrinking File Size

Our grant website offers a fax-to-file tool, accessible by clicking on “Tools” at the top of the webpage, then click on “Fax to File”. This will provide you with a fax number to fax your documents. Documents will be shrunk to the smallest possible file size for uploading. You will receive a PDF of your document, which you can then save and upload to your application.

Uploading Documents

File Size: There are size limitations to uploaded documents. You can limit document size by removing pictures or unnecessary graphics. You may also use fax-to-file to convert your document to a smaller size.

Uploaded Files

The system will not recognize that a file has been uploaded until you click on “Save as Draft” at the bottom of the page.

Deleting or Changing an Upload

To change an upload, click browse and choose the new document. The new document will overwrite the previous document. Click “Save” after each upload.

Uploading Multiple Documents

You may only upload one document. If you have multiple files you would like to attach, combine the files into one document.

Converting a Hard Copy to Electronic File

Use the fax-to-file feature if you don't have a scanner.