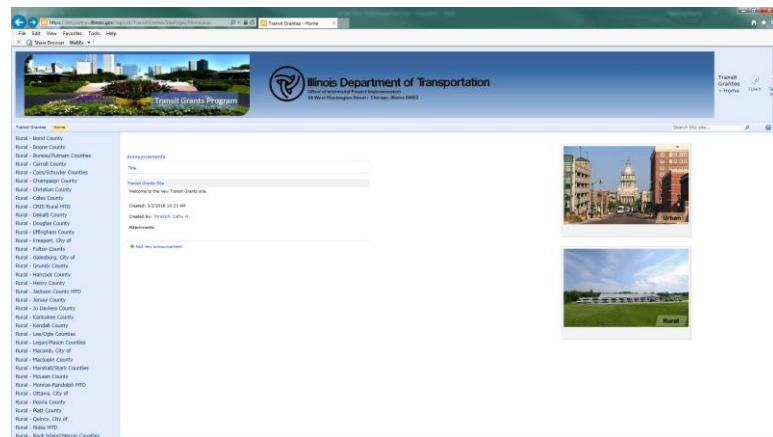


TRANSIT GRANTS SHAREPOINT UPLOADING TUTORIAL

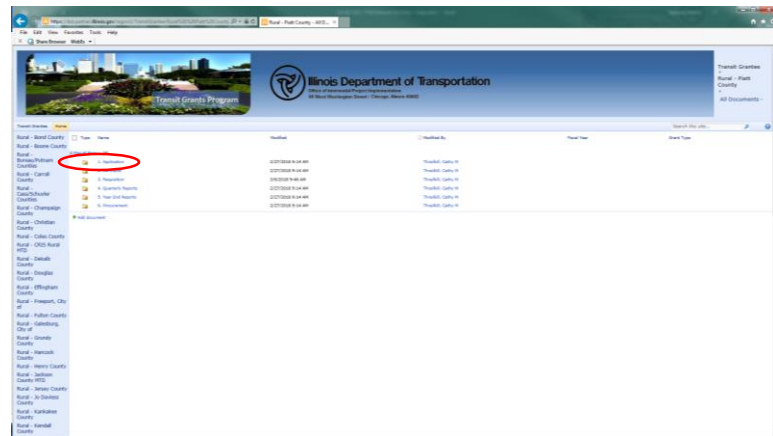
Transit Grants SharePoint

- You will initial arrive on the Home page. In the left column you will find your organization listed if you do not see your organization please contact your Program/Project Manager immediately. Click on your organizations link in the left column.



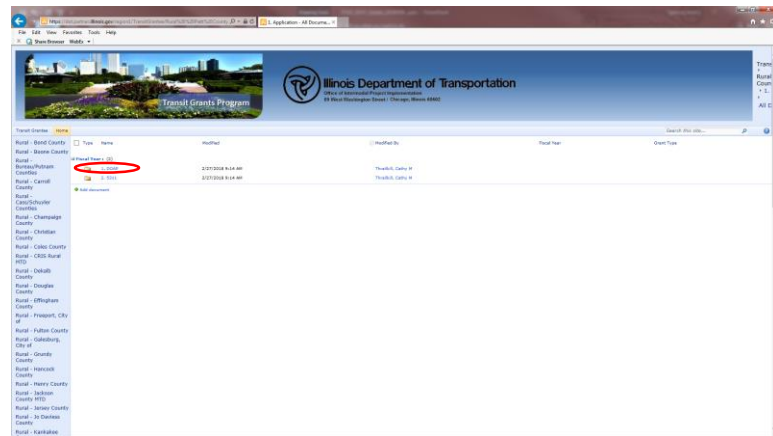
Transit Grants SharePoint

- After clicking on your organizations link in the left column you will be take to page with a series of folders. The first listed should be the **Application** folder. Click on the **Application** folder.



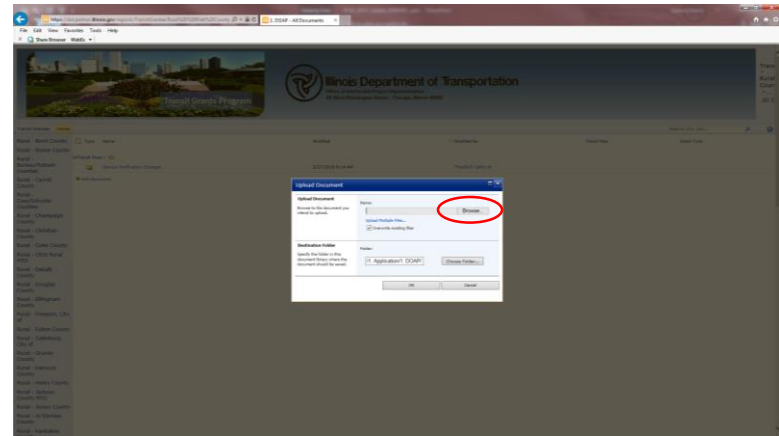
Transit Grants SharePoint

- After click on the **Application** folder Rural Grantees will see two folders **DOAP** and **5311**. Urban Grantees will only see a **DOAP** folder. Click on the folder corresponding to the application you wish to submit. For our Example we will be using the **DOAP** folder.



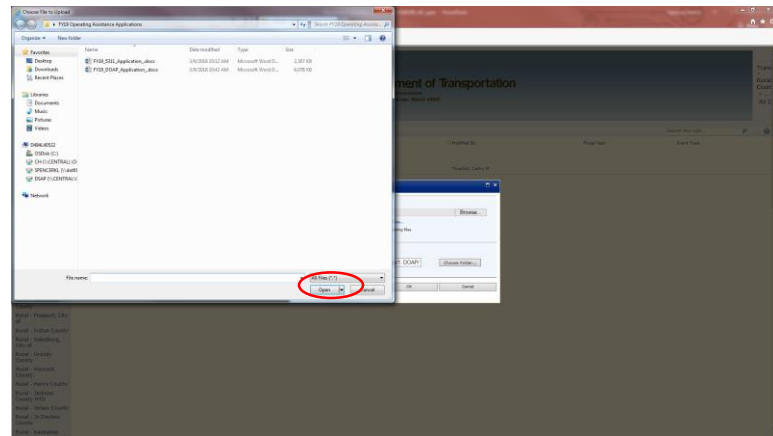
Transit Grants SharePoint

- An **Upload Document** dialog box will appear. Click on the **Browse** button to start the search for the correct document.



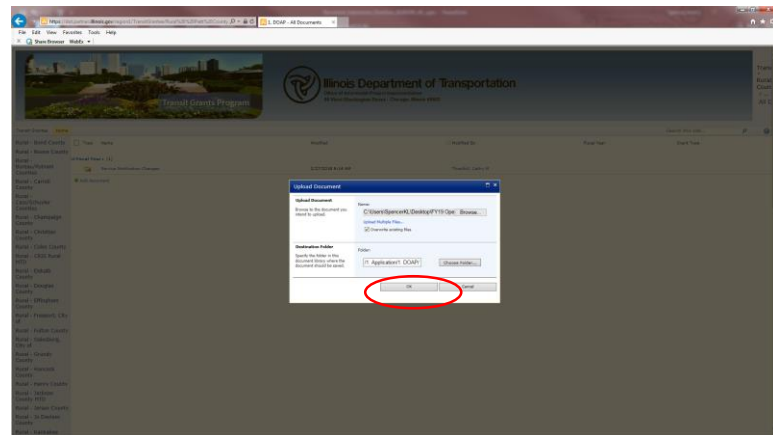
Transit Grants SharePoint

- After finding the correct document click the **Open** button.



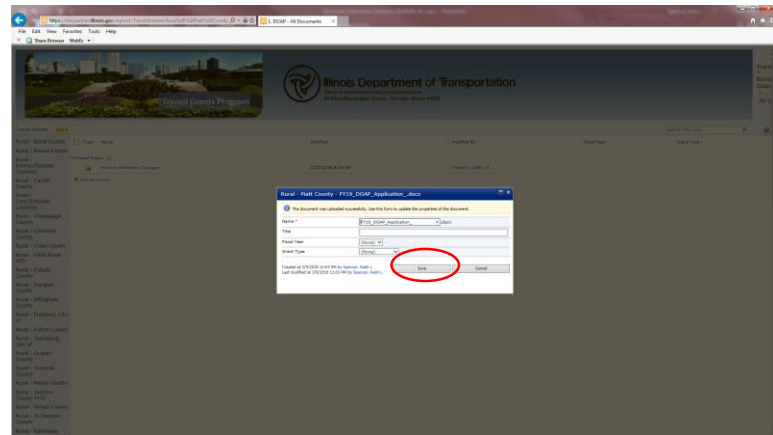
Transit Grants SharePoint

- After clicking the **Open** button click the **Ok** button and this should attach the document



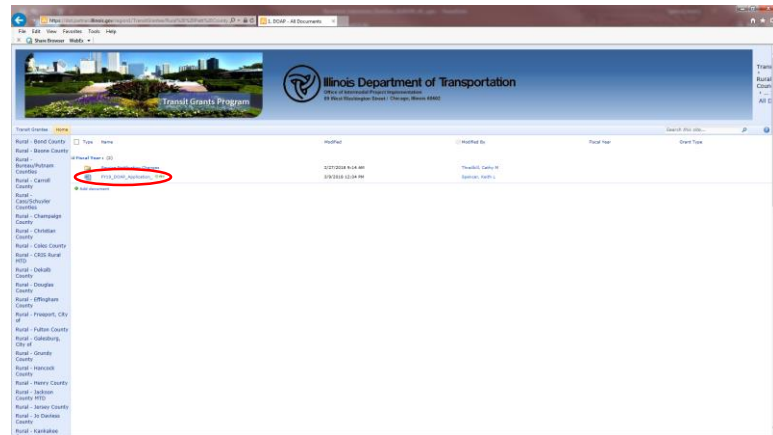
Transit Grants SharePoint

- After clicking the **Open** button another dialog box will appear with a number of options. Do not make any selections simply click **Save**. for FY19. The SharePoint systems will default to FY19. Starting in FY20 Grantees will need to select the correct fiscal year for all submissions of documents.



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- After clicking the **Save** button you should see that the document has been added to the **Application** folder. If you run into any issues please contact your project managers



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- If you experience any issues please contact your Project/Program Manager. If the issue is technical please include a screenshot of the error message (if any) you are receiving.