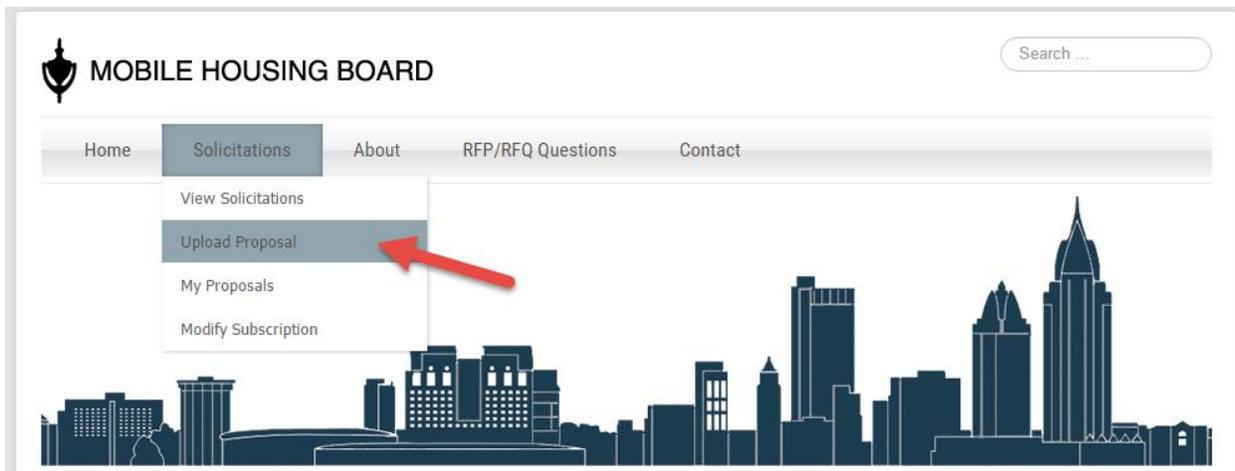


HOW TO upload an RFP/Q Response to the MHB Procurement website

1. Log in to the procurement website with the credentials you created previously.



2. After having successfully logged in, select "Upload Proposal" under Solicitations menu



3. Begin entering appropriate information, Title & short description, of your document.

The screenshot shows a form with the following fields:

- Id:** 0
- Title *:** Company RFP Response - MHB-05 (indicated by a red arrow)
- Description *:** Company RFP Response - MHB-05-R-2017 (indicated by a red arrow)

The description field includes a rich text editor toolbar with options for bold, italic, underline, and text color. A red arrow points to the text entered in the description field.

On the right side of the form, there is a sidebar with the following content:

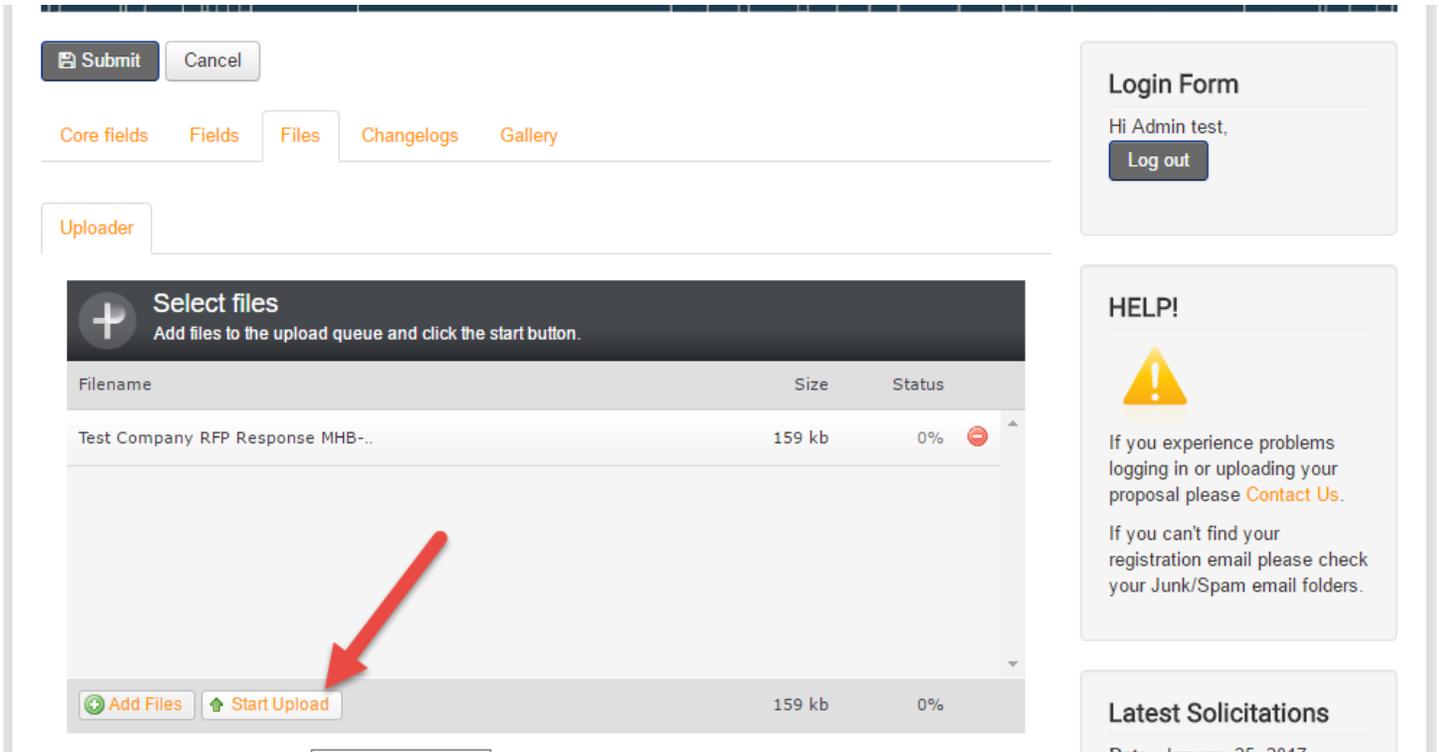
- registration email please check your Junk/Spam email folders.
- Latest Solicitations**
- Date January 25, 2017
- MHB-01-R-2017 COMPREHENSIVE VACANCY REDUCTION**
- [Read more →](#)
- Date January 25, 2017
- MHB-05-R-2017 REPLACEMENT CLASS**

4. After entering title & description, CLICK on the “Files” tab. This is where you will upload your Response to the RFP/Q. You can either click on “Add Files” which will give you a dialogue box to select your file OR you can drag and drop your file into the Upload area (2 green arrows).

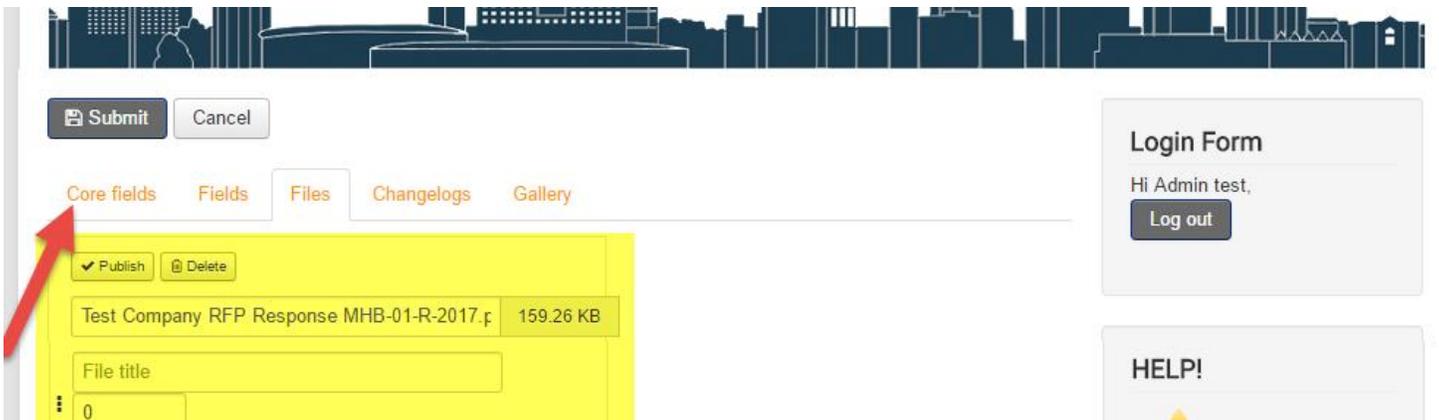
The screenshot shows the 'Files' tab selected in the document entry interface. The interface includes the following elements:

- Submit** and **Cancel** buttons at the top left.
- Navigation tabs: **Core fields**, **Fields**, **Files** (selected), **Changelogs**, and **Gallery**. A red arrow points to the 'Files' tab.
- Uploader** section with a **Select files** dialog box.
- The **Select files** dialog box has a table with columns: **Filename**, **Size**, and **Status**.
- Below the table is a large area with the text **Drag files here.** (indicated by a green arrow).
- At the bottom of the dialog box are two buttons: **Add Files** (indicated by a green arrow) and **Start Upload**.
- On the right side, there is a **Login Form** with the text "Hi Admin test," and a **Log out** button.
- Below the login form is a **HELP!** section with a warning icon and text: "If you experience problems logging in or uploading your proposal please [Contact Us](#). If you can't find your registration email please check your Junk/Spam email folders."
- At the bottom right, there is a **Latest Solicitations** section.

5. **VERY IMPORTANT**, after selecting your file or dragging your file, you MUST click START UPLOAD.



6. After clicking START UPLOAD, you will notice the file shown upload the upload section. It is **not** necessary to add *another* File Title and Description. Return to the beginning by clicking the Core Fields tab.



9. You will see your file posted!

The screenshot shows a document page with the title "Admin test's documents". Below the title are two view icons (list and grid). To the right, there are filters: "Pending approval", "Default", "Asc", and "10". The main content area displays the document title "Company RFP Response - MHB-05-R-2017", the date "Monday, 20 February 2017", the user "Admin test", and the category "Solicitations". Below this is another instance of the document title and two icons (download and warning). At the bottom, there is a summary bar showing "Hits 0", "Downloads 0", and "Comments 0". On the right side, there is a "Login Form" with the text "Hi Admin test," and a "Log out" button. Below that is a "HELP!" section with a warning icon and the text "If you experience problems logging in or uploading your proposal please Contact Us."

10. You will also receive an email indicating that we have received your uploaded Proposal.

The screenshot shows an email interface. On the left is a search bar and a list of emails. The selected email is from "admin@mde-mobile.com" with the subject "Document Created on Procurement" and the time "8:46 AM". The main content area shows the email body with the following information: "MHB Procurement", "User/User Email: admintest / admin@mde-mobile.com", "Document Uploaded: Company RFP Response - MHB-05-R-2017", "Document Link: http://procurement.mobilehousing.org/ju-download/2-solicitations/18-company-rfp-response-mhb-05-r-2017", and "Upload Date/Time: {date:format}". The email body also includes the text "Thank you for your participation." and "Kind Regards, Mobile Housing Board Procurement Services".