

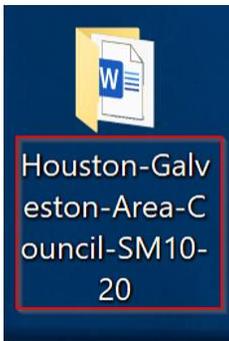
**Please read the following instructions carefully before uploading**

- A. Naming Convention for Folder
- B. How to Zip a Folder
- C. How to Upload Files to a Request link

**A. Naming Convention for Folder**

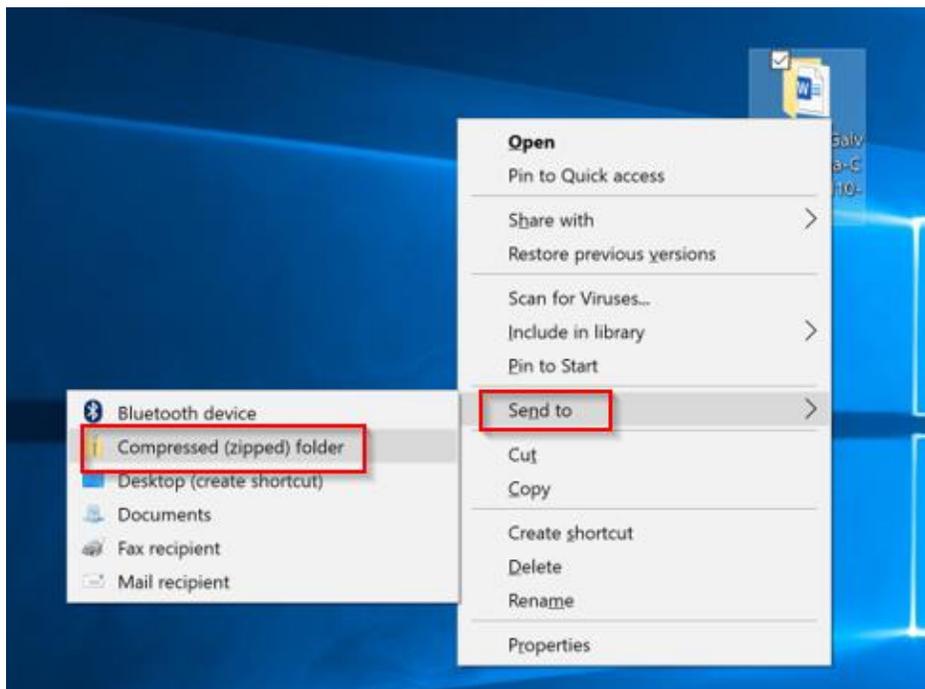
1. Naming Convention for folder, keep **folder** name “**Company Name followed by the Bid Number**”

Example: **Houston-Galveston-Area-Council-SM10-20**

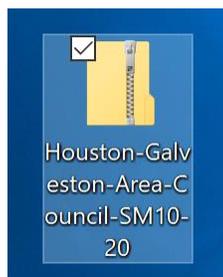


## **B. How to Zip a Folder**

1. Select the folder you want to Zip.
2. **Right-click** on the folder then point to **Send to** and select **Compressed (zipped) folder**.



3. A new zipped folder will appear, this Zip File can now be used for your **upload**.



### **C. How to Upload Files to a Request Link**

1. Click the ShareFile URL in the email from the person requesting files.
2. Enter your **Email, First Name, Last Name,** and **Company** and Click **Continue**

To continue, please enter your information below.

Email

First Name

Last Name

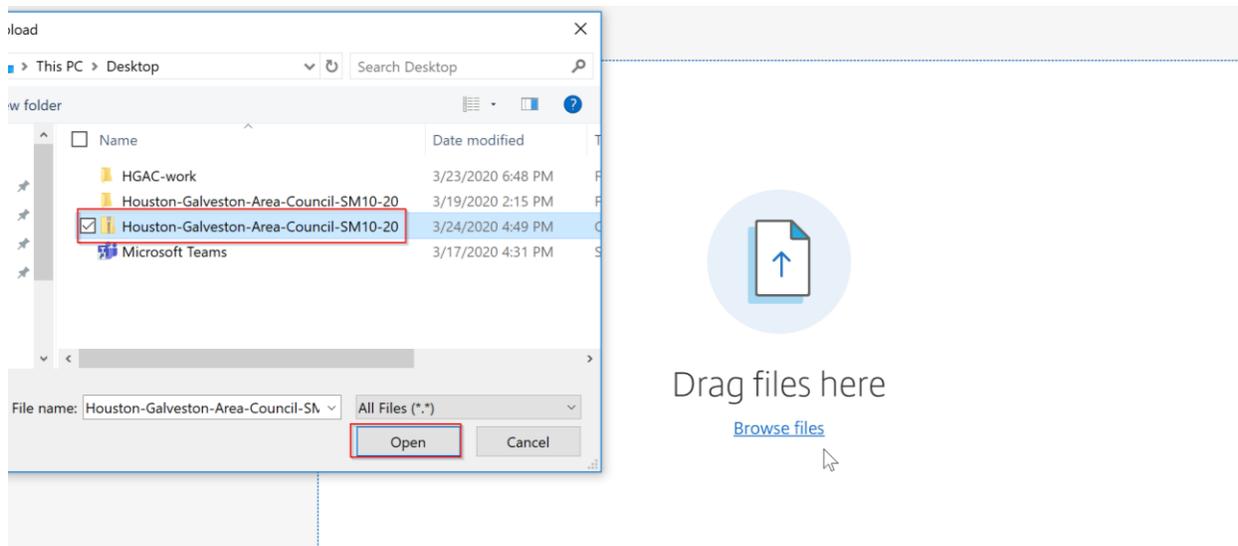
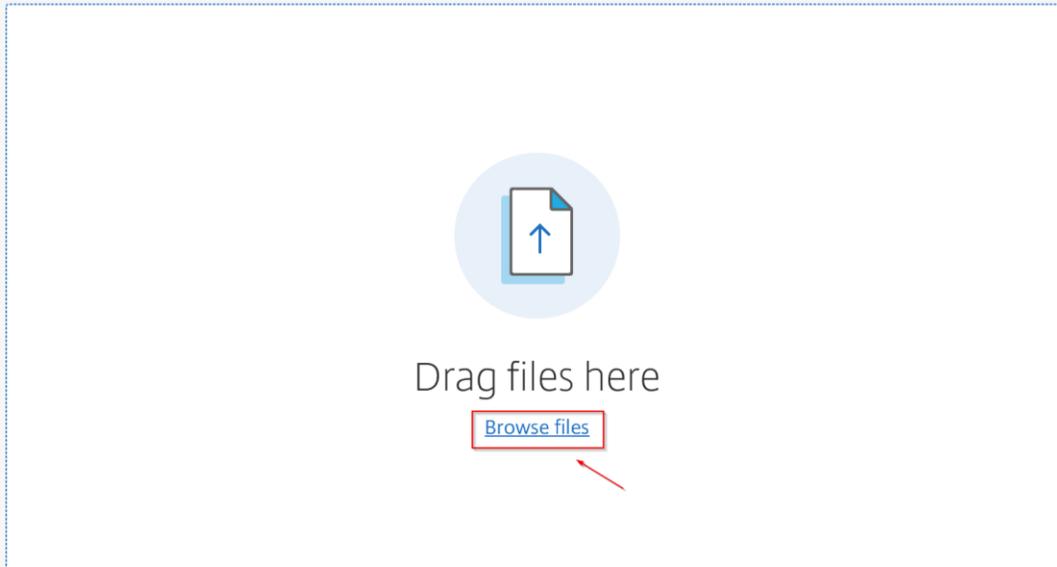
Company

**Continue**

Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

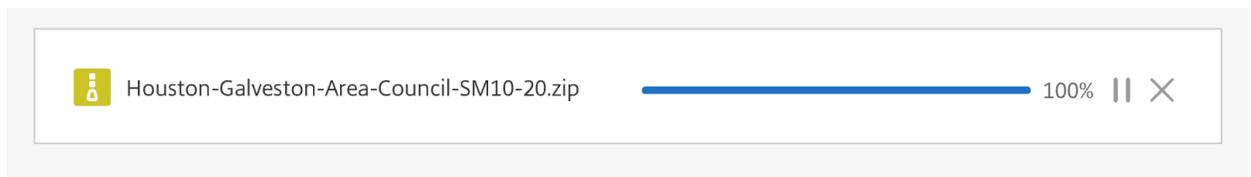
3. Add files to the ShareFile in one of two ways:
  - a. Click **Browse files** and add files from your computer.
  - b. Select files from your computer and drag it to the “**Drag files here**” area



4. Please upload only one folder per bid. Make sure all the files required for the bid are in the zipped folder. Click **Upload** when ready.



5. Your files will be uploaded. Upload times can vary depending on speed of your internet connection.



6. A message **Uploaded** will be displayed once your upload is complete.

