

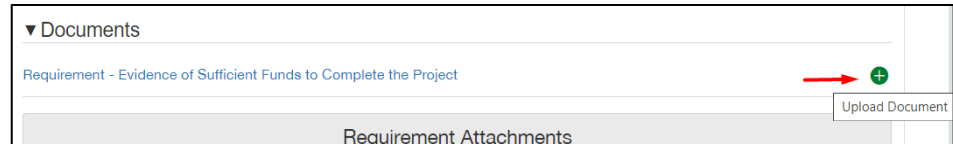
You may upload documents to the portal in two ways:

- Drag and drop, or
- Select a file or group of files.

**NOTE:** Multiple documents may be uploaded at one time after clicking the **+**.

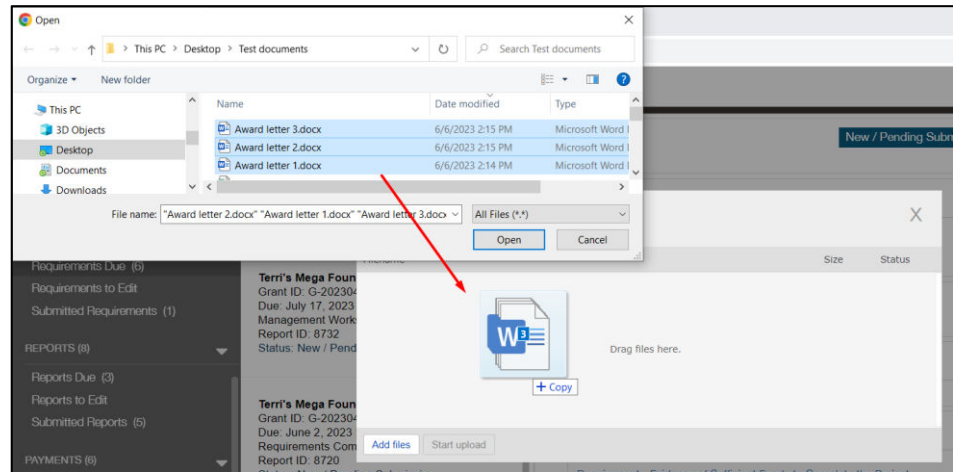
## Click-and-Drag Method

- 1) Click the **+** icon to upload a document.

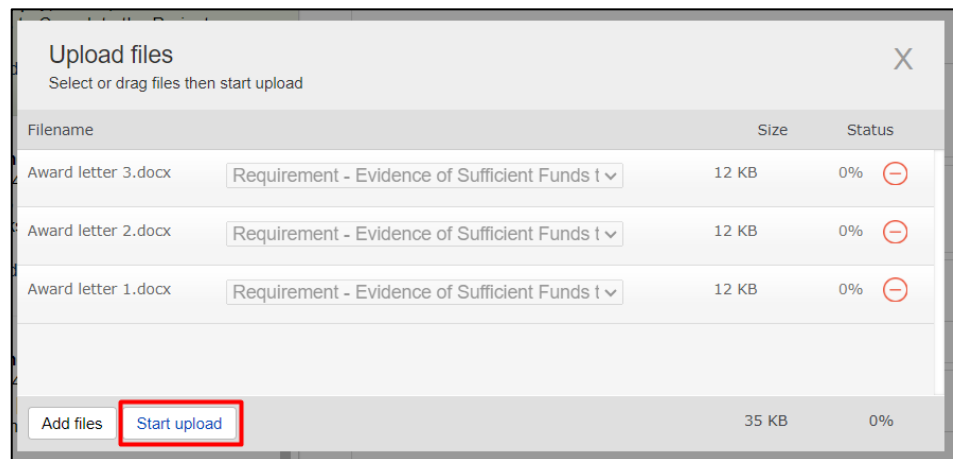


- 2) Click **Add files**. Select the file(s) you wish to upload. Drag and drop the selected file(s) to the **Upload files** window.

To select multiple files, click and hold **CTRL**, then click each file you wish to upload. Release the CTRL key and drag files to the upload window.



- 3) Click **Start upload**.

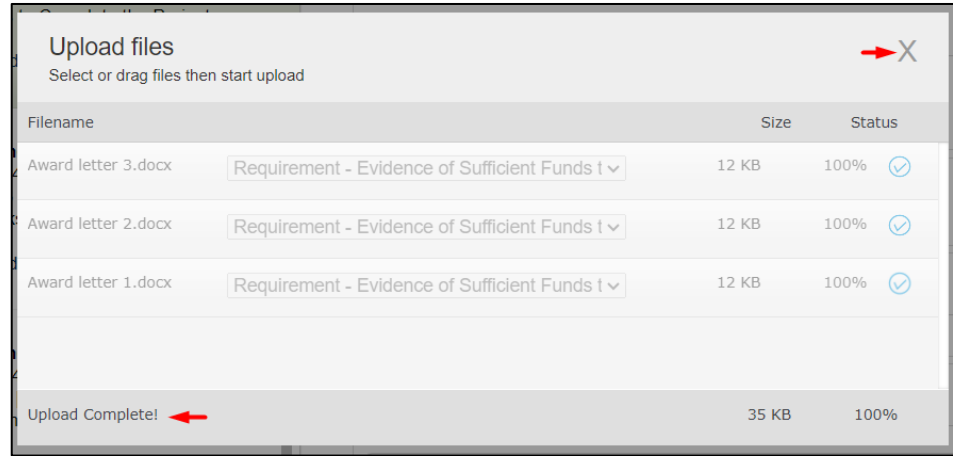


# Grant Portal Basics

## Upload Documents

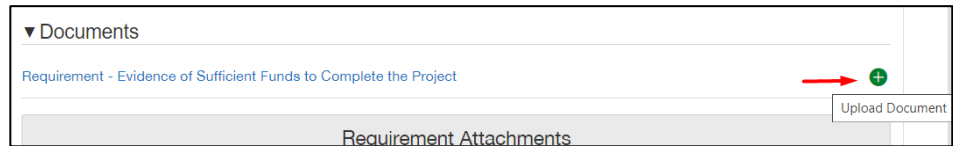


- When the upload is complete, click the **X** to close the window.



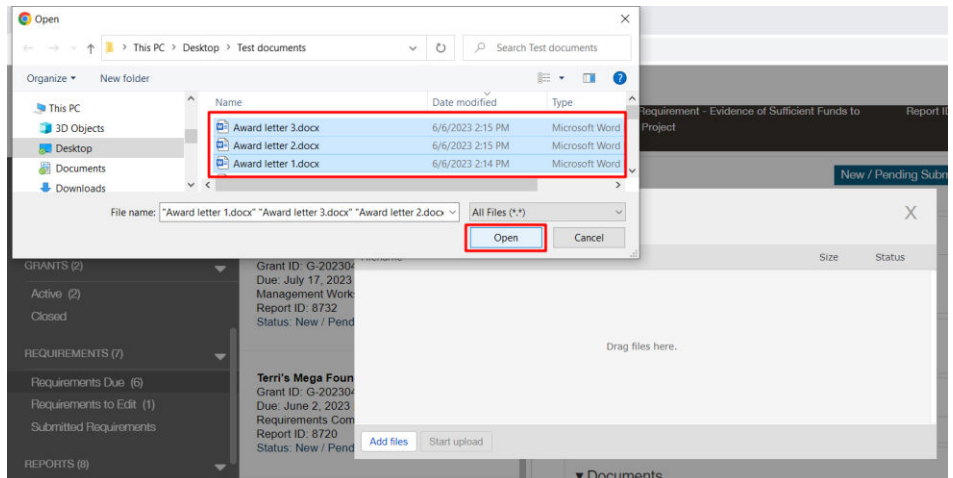
## Standard Click-to-Upload Method

- Click the **+** icon to upload a document.



- Click **Add files**. Select the file(s) you wish to upload. Click **Open**.

To select multiple files, click and hold **CTRL**, then click each file you wish to upload. Release the CTRL key and click **Open**.

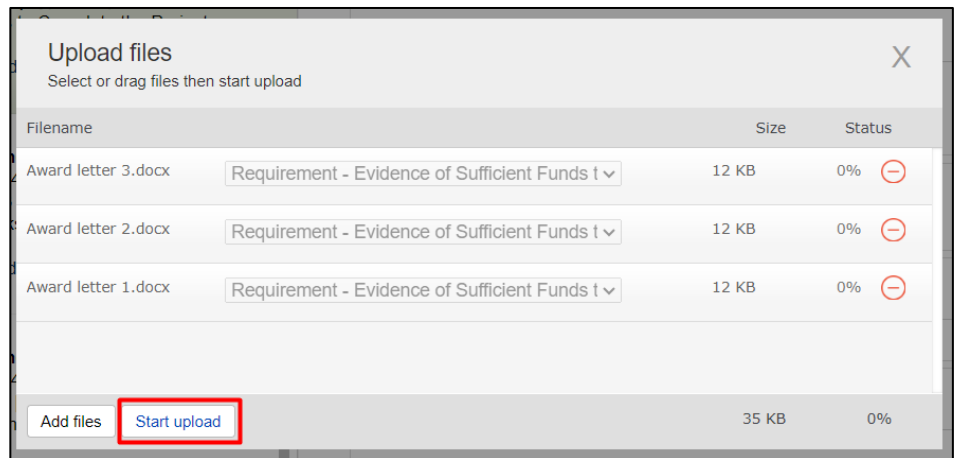


# Grant Portal Basics

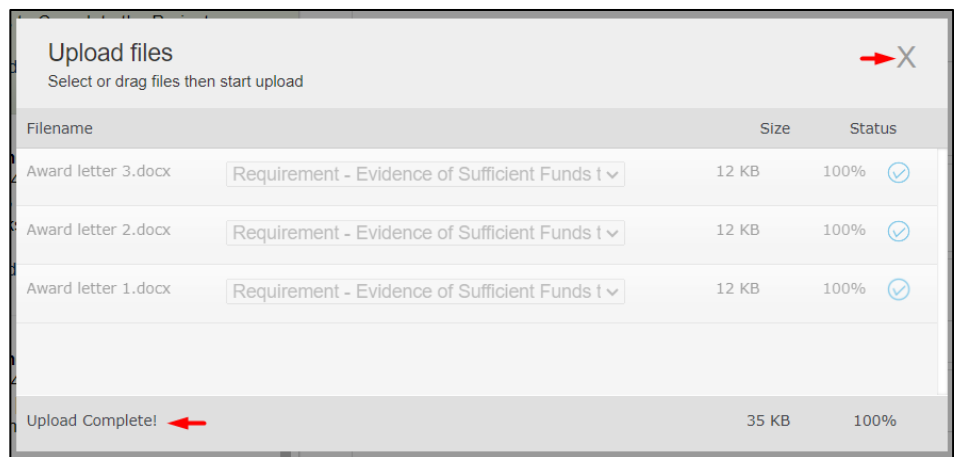
## Upload Documents



3) Click **Start upload**.



4) When the upload is complete, click **X** to close the window.



Still have grant portal questions? Send your question(s) to [grantportalhelp@goldenleaf.org](mailto:grantportalhelp@goldenleaf.org) or drop by virtual office hours (schedule posted [here](#)).