



Introduction

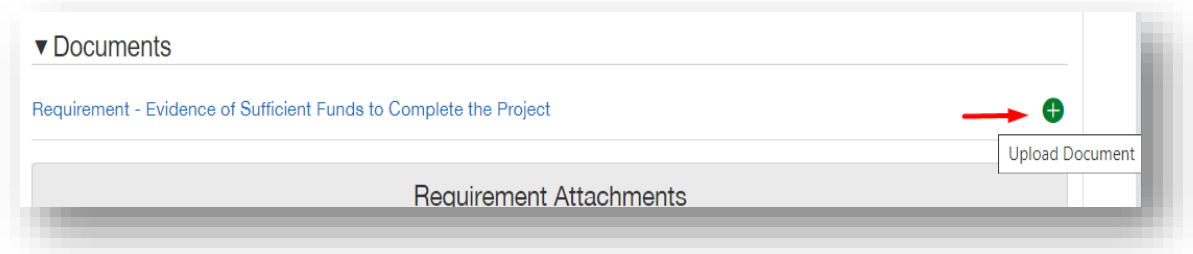
This guide will walk you through how to upload documents to the Golden LEAF Grant Portal. Documents may be uploaded using two methods: click-and-drag or the standard click-to-upload method. Both approaches allow single or multiple files to be uploaded at one time.

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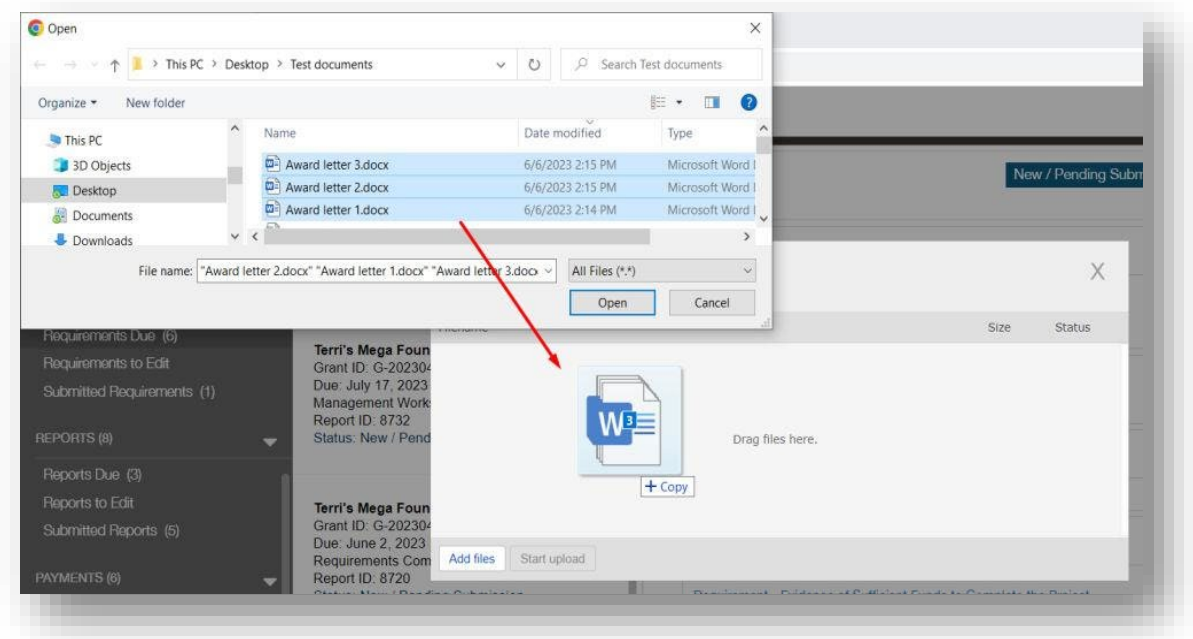
Click-and-Drag Method

1. Click the + icon to upload a document.

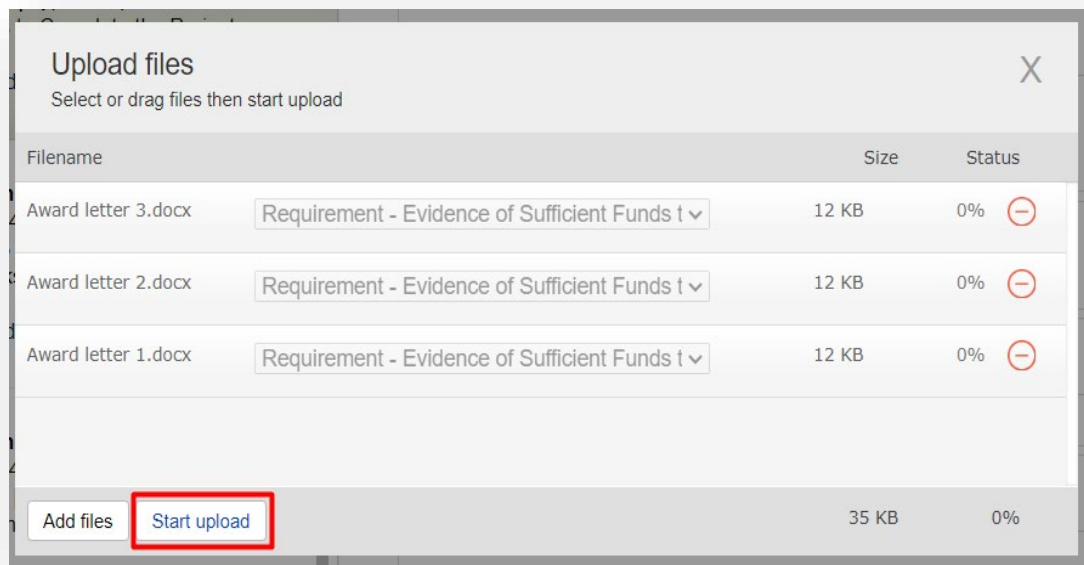


2. Click **Add files**. Select the file(s) you wish to upload. Drag and drop the selected file(s) to the **Upload files** window.

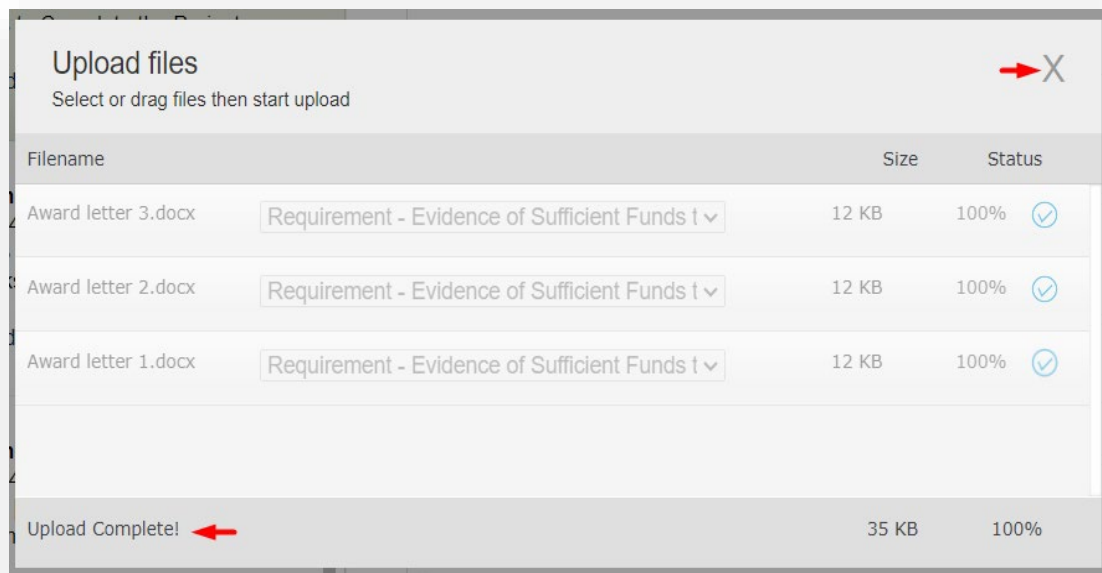
To select multiple files, click and hold **CTRL**, then click each file you wish to upload. Release the CTRL key and drag files to the upload window.



3. Click **Start upload**.

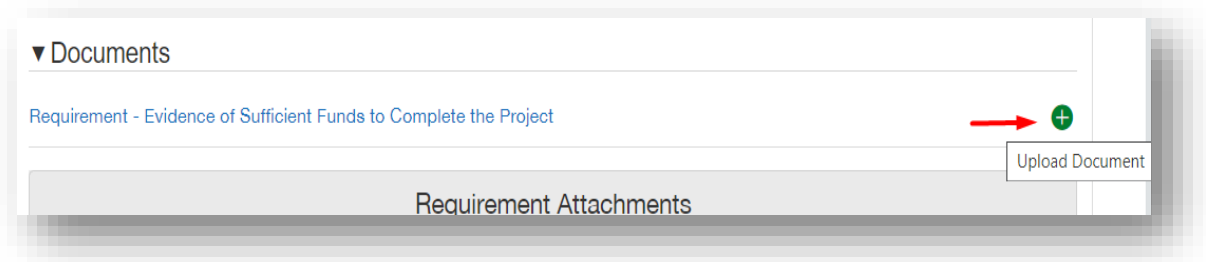


4. When the upload is complete, click the **X** to close the window.

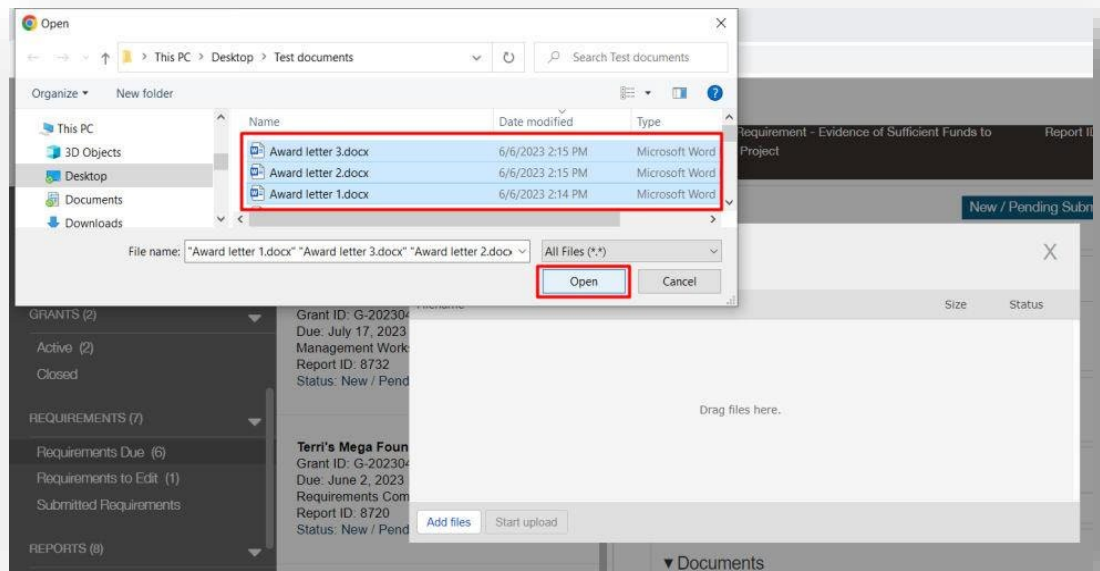


Standard Click-to-Upload Method

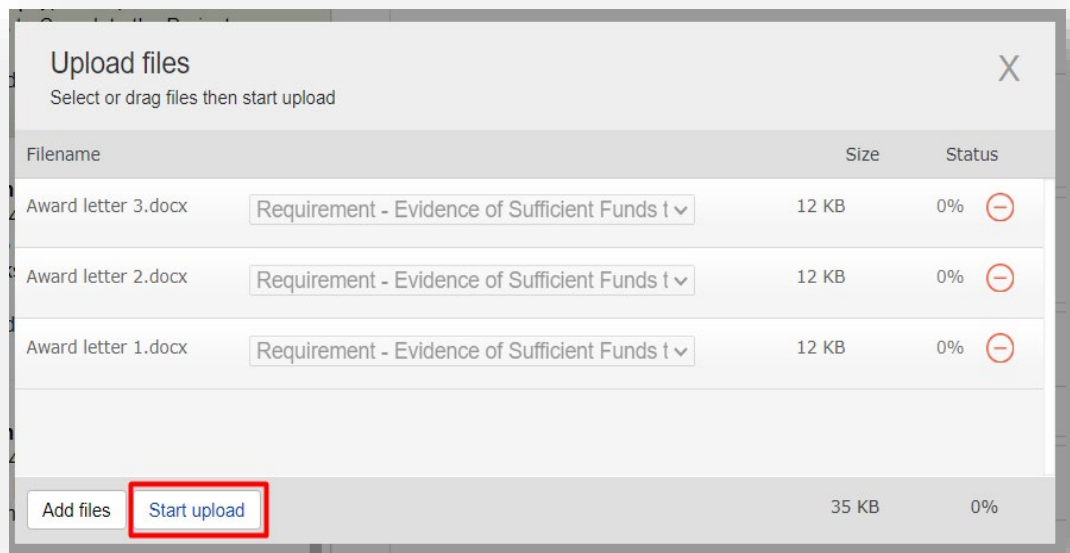
1. Click the + icon to upload a document.



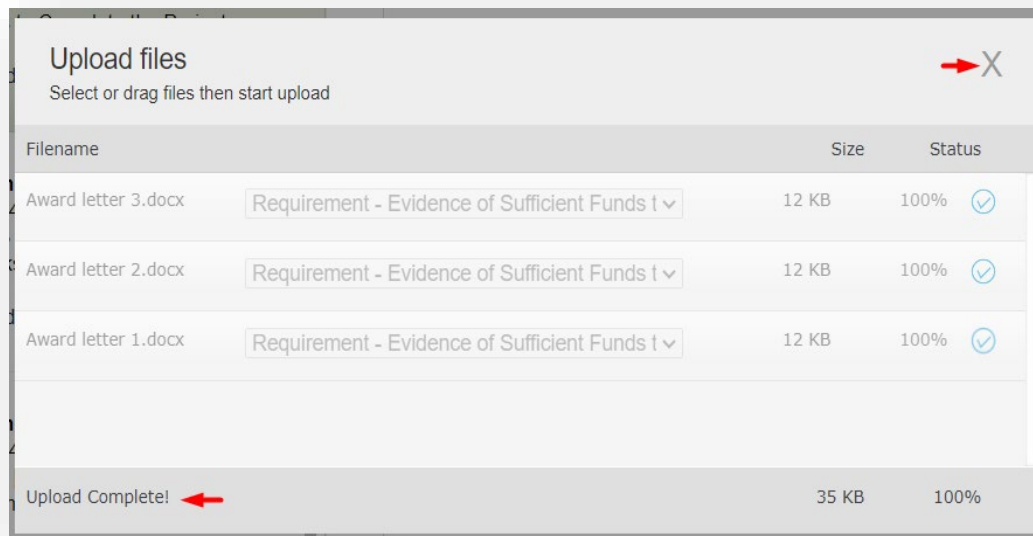
2. Click **Add files**. Select the file(s) you wish to upload. Click **Open**.
To select multiple files, click and hold **CTRL**, then click each file you wish to upload. Release the CTRL key and click **Open**.



3. Click **Start upload**.



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



Contact Information

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