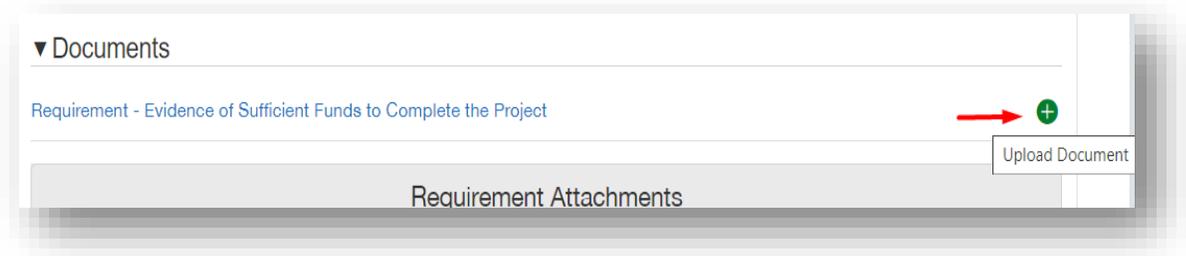## Introduction

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.
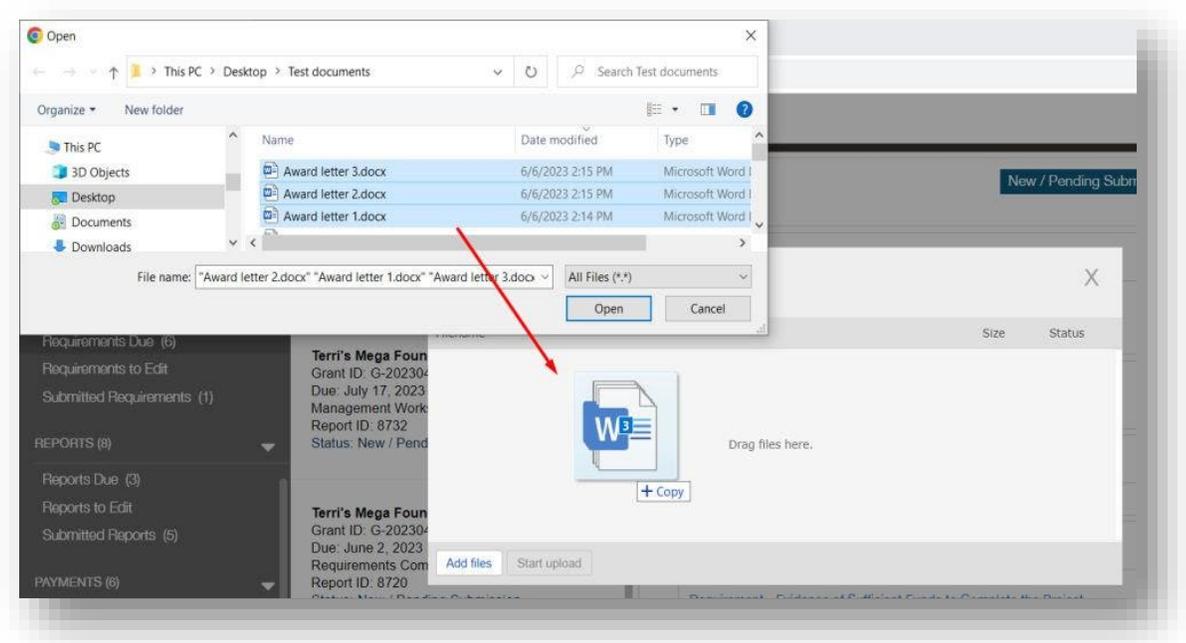
Contents

Click-and-Drag Method

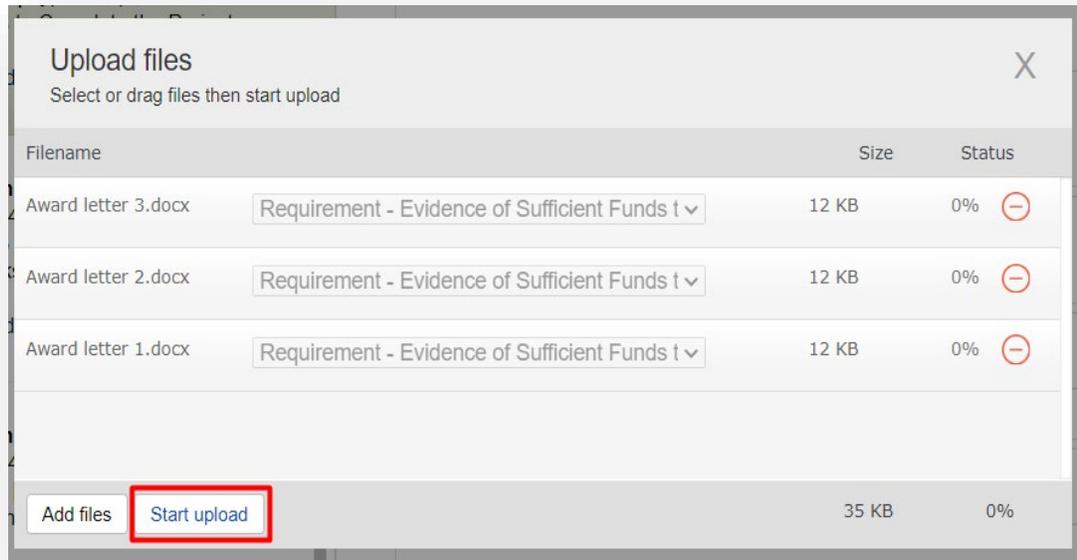1. Click the **+** icon to upload a document.

2. Click **Add files**. Select the file(s) you wish to upload. Drag and drop the selected file(s) to the **Upload files** window.
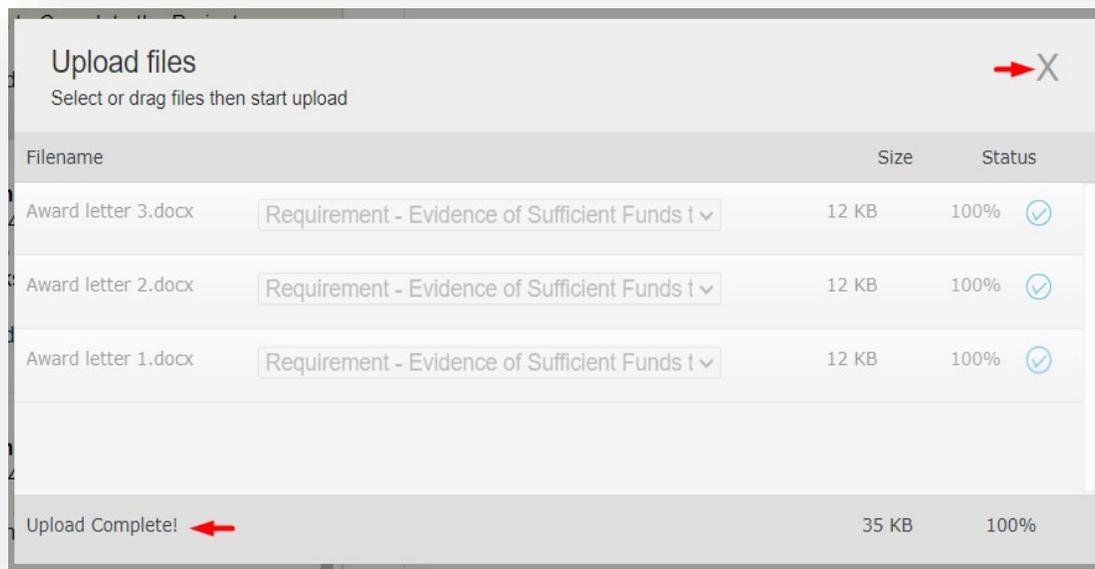
   To select multiple files, click and hold **CTRL**, then click each file you wish to upload. Release the CTRL key and drag files to the upload window.
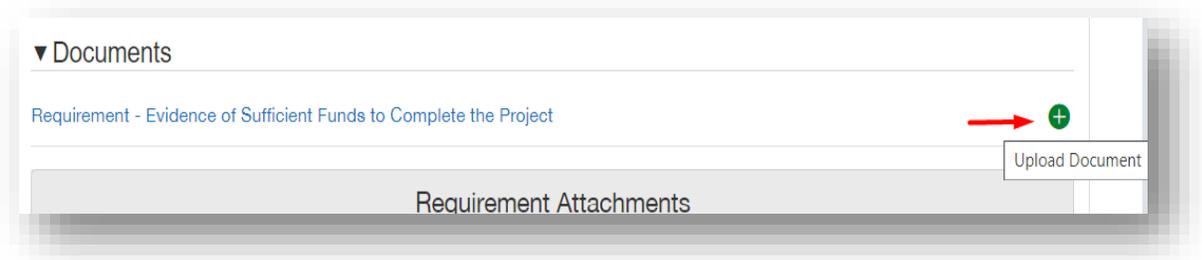
3. Click **Start upload**.

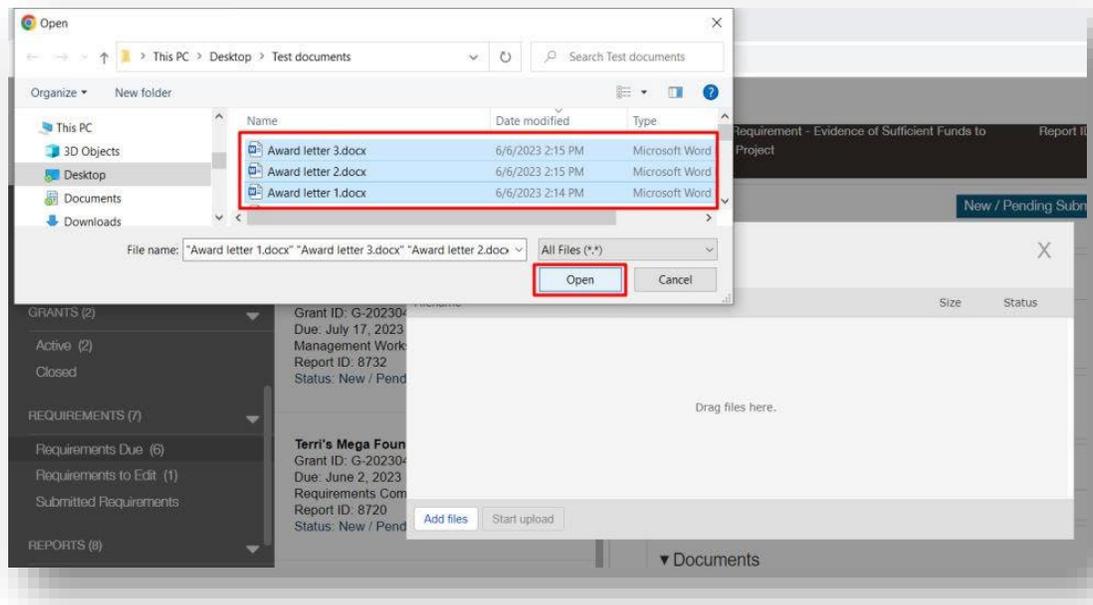4. When the upload is complete, click the **X** to close the window.
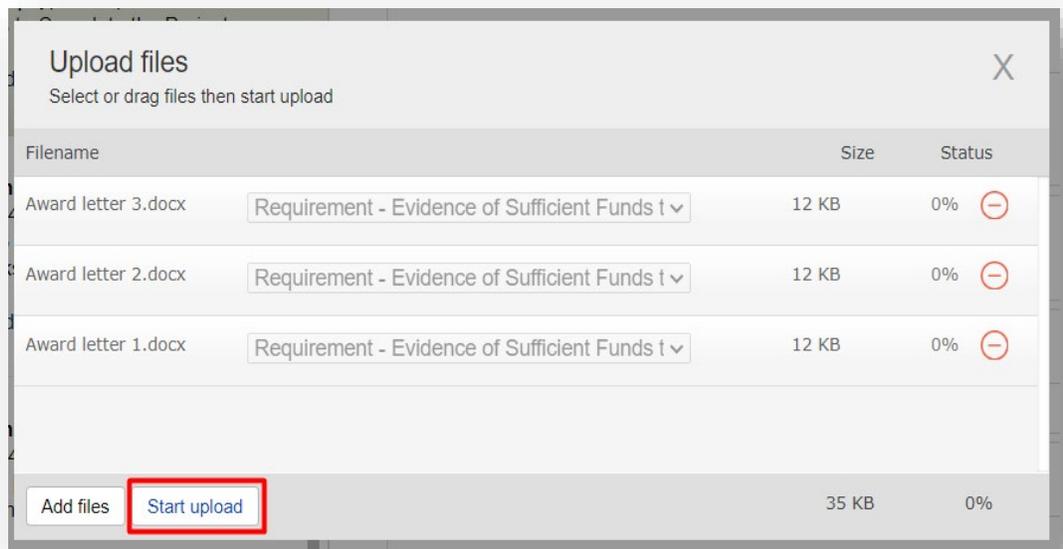
Standard Click-to-Upload Method

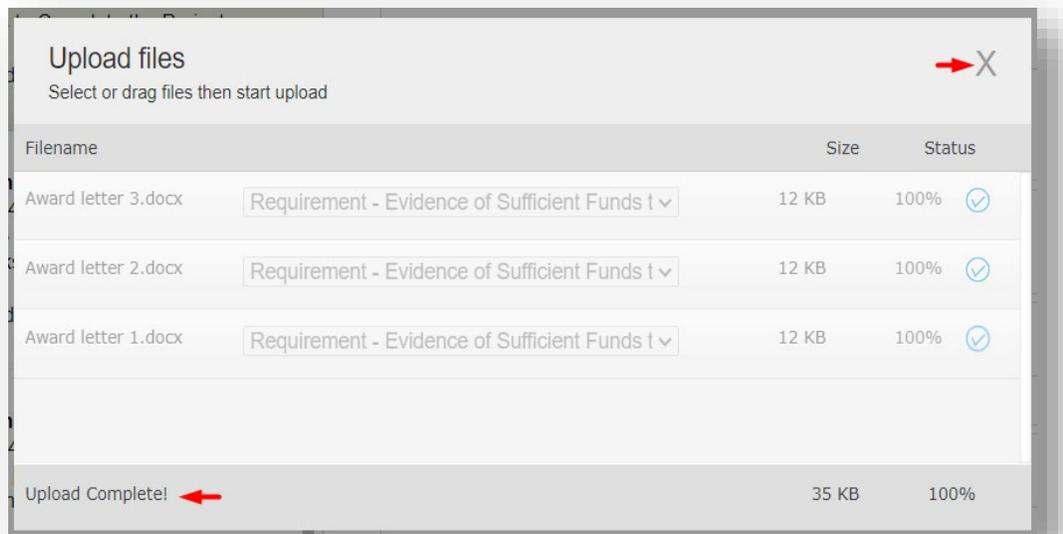1. Click the **+** icon to upload a document.

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).