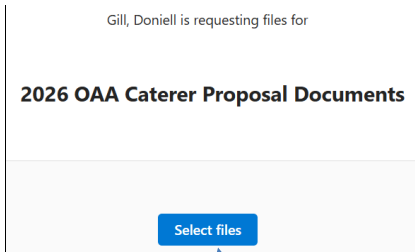
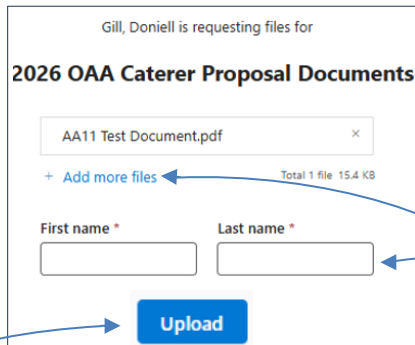


## ONEDRIVE SUBMISSION INSTRUCTIONS

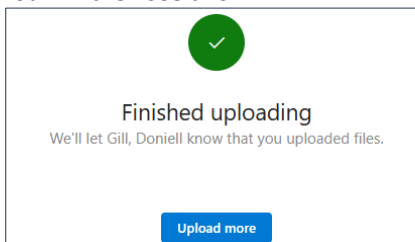
1. Before going to OneDrive, compile all the required proposal documents on your computer.
  - a) Place them all in a folder that includes your agency name as part of the folder name.
  - b) Name each separate file with the Application Order # (including any leading zeroes) before the file name.
2. When all the documents are ready to be uploaded to OneDrive:
  - a) Click on the following link (note that OneDrive works with any modern browser, e.g. Edge, Chrome, Firefox):  
[https://areaagingsolutions-my.sharepoint.com/:f/g/personal/dgill\\_areaagingsolutions\\_org/Emd0dnYvp8llpq4h64FUQ54BtRFpNGVcvg0DhnrRrLiCgA](https://areaagingsolutions-my.sharepoint.com/:f/g/personal/dgill_areaagingsolutions_org/Emd0dnYvp8llpq4h64FUQ54BtRFpNGVcvg0DhnrRrLiCgA)
  - b) You will then see this:



- c) Click on 'Select files'.
- d) Browse your computer and find the location of the folder containing your proposal documents.
- e) Select the file(s) you want to upload.
- f) Click 'Open'.
- g) You will then see this:



- h) To add more files, click 'Add more files'.
- i) When you're finished adding all documents, enter your first and last name.
- j) Click 'Upload'. (This may take a few moments.)
- k) You will then see this:



3. Your files are now uploaded to OneDrive. WRAAA will receive notification that your files have been submitted.

**\*\*\* IMPORTANT REMINDER: \*\*\***

**Please hand-deliver a hard copy of your complete competitive proposal with original signatures to WRAAA.**