Instructions:

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1. Files must be in .zip format when multiple documents (forms) are submitted.
2. Forms 100, 107, 701, 400 and 401 must be **single page,** worksheet/instructions page must be removed.
3. Forms with attachments must be sent via regular mail, **except for 104A, 104B and 104C**.
4. Do not send copy of already uploaded documents in any other format (ex. mail or fax), unless specifically requested.
5. **No confirmation will be sent, you will be contacted only when an issue with the submission arise.**

Testing must be completed before actual files can be accepted

1. Please follow **Upload** instructions below for testing prior to production submission.
2. You must upload actual form(s) with actual or made-up data filled-in required fields.
3. **The file must be named/identified as Test. EX. TESTZIP1, TESTZIP2, TESTDDMMYYYY**
4. Once testing is completed successfully, you will be notified via e-mail with subject line "**Approved**".

Upload:

Go to - https://dxgweb.state.mi.us

1. Click on   **⬆ Upload Message**
2. **Recipient:** Must enter the mailbox id to which file is being uploaded. **EX: WCMICLMS, WCMIBOM, WCMIAGENCY OR WCMIWCDAC**
3. **Class ID:** Enter file type or any identifiable information. (Ex: 05052016ZIP).
4. **Transfer Mode: Must choose Binary**.
5. **File:** A file can contain as many forms as necessary. (100, 107, 701, 400, 401, 104A, 104B and/or 104C).
   - Individual forms within the .zip file must be .pdf(s) and each .pdf must be named starting with corresponding form number followed by period. Example: 400.mmddyyyy1, 401.mmddyyyy2.
   - No subfolder(s) within the .zip fie.
6. Click Upload.