

Uploading Documents to Grantee Profile Instructions

Use the following menus: Grantee --> Grantee Office --> Update Agency Addl. Info

1. "Change"
2. "Find"
3. Click the Attachments tab
4. Go to a blank line and click the three dots under the Attachment Type and select "2025 Fiscal Questionnaire"
5. Click on the blue arrow to upload the attachment