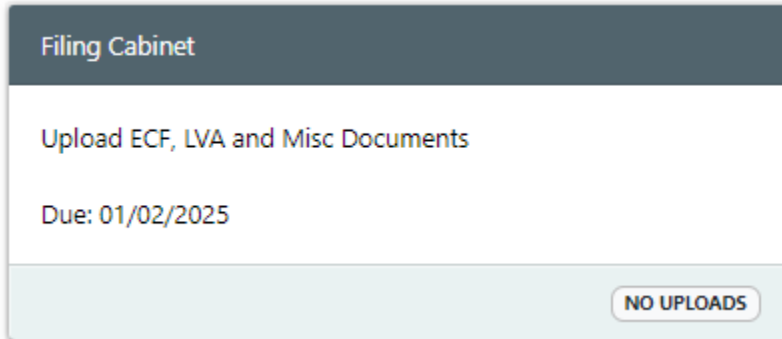


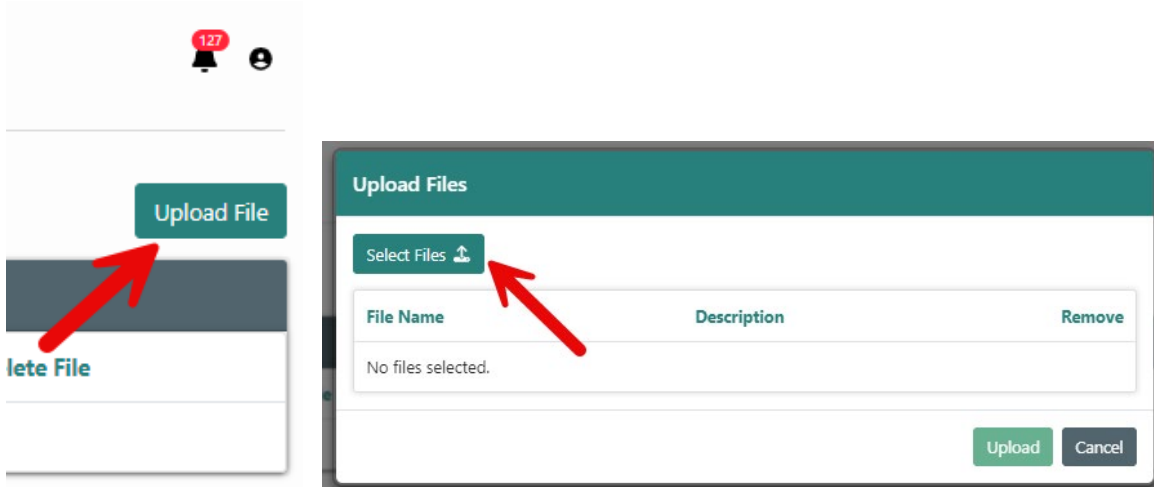
Instructions for the Filing Cabinet in MEG

Files uploaded in the MEG filing cabinet are for the purpose of sharing and submitting equalization studies.

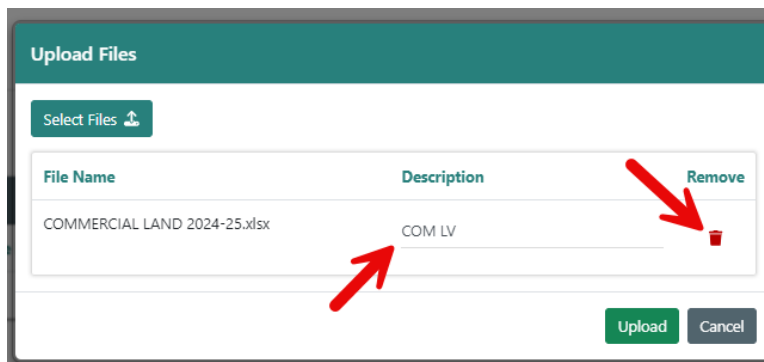
Sign into MEG go to the 'Filing Cabinet' module in the correct equalization year and correct county.





Click on 'Upload File' in the top right corner then click 'Select Files' in the pop-up and browse to where the file that is to be uploaded is located.



Enter a description and click upload. If an incorrect file was selected, click on the trash icon in the pop-up to remove the file and select the correct file.



Once the file has been uploaded it can then be downloaded, shared, or deleted.

Filing Cabinet				
↓ Date	File Name	File Description	View File	Delete File
06/24/2024	COMMERCIAL LAND 2024-25.xlsx	COM LV		

To view the file, click on the paperclip icon, the file will be downloaded to the downloads folder.

To share the file, click the share icon and select either 'Local Unit' at the top to send to all local units or select which units to share with and then click 'Share'.

To delete a file, click on the red trash can icon and select 'Yes' in the pop-up.