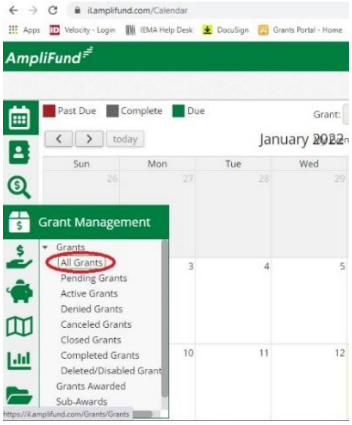
IEMA Grantee
Award Document Upload

As a step towards IEMA migration to AmpliFund, existing active Awards will be mocked up in AmpliFund to replace the current document upload process in the IEMA Grants Portal.

Follow these steps to upload documents for an existing IEMA Award:

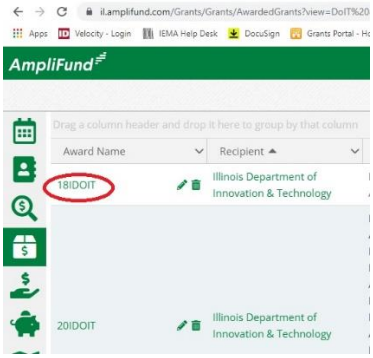
Step 1 – Navigate to the *Award*:

- Logon to AmpliFund using the GATA Grantee Portal at https://grants.illinois.gov/portal/
    - The direct link to AmpliFund is https://il.amplifund.com/
- On the left hand side navigation select ***Grant Management***, then ***Grant,*** then ***All Grants***



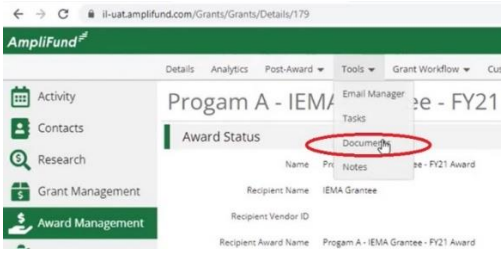
Step 2 – *Select Award*

- From the list of Awards click on the Award's name to upload documents to.
    - Each Award has its own document folder.



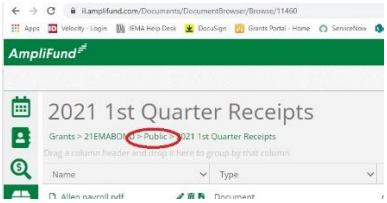
Step 3 – *Documents Menu*

- Within the *Award Details* page, click *Tools*, and select *Documents*

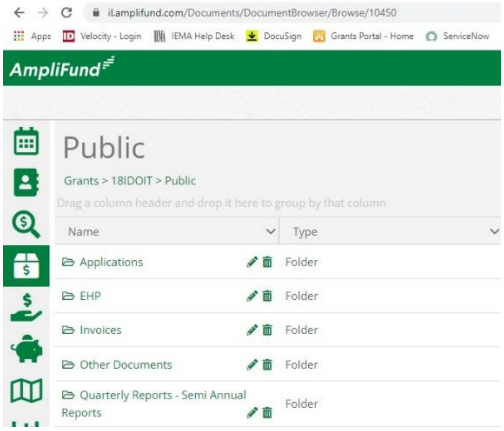


Step 4 – *Select Folder*

- Any documents in the *Public Folder* are visible to both IEMA and the Sub-Grantee.
- Select the *Public Folder*

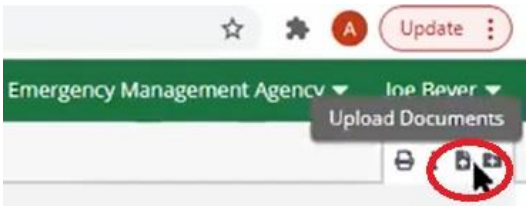


- Select the appropriate folder for the documents to be uploaded. Folder structure varies by Award.

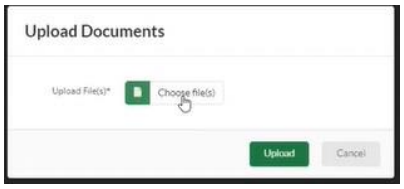


Step 5 – Upload Documents

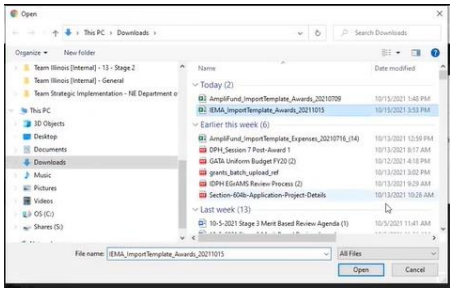
- Within the folder, select the Upload Documents icon



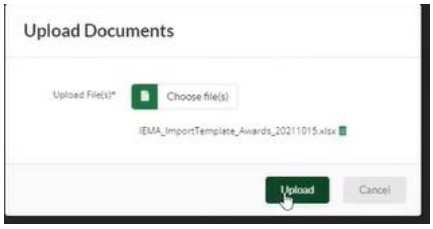
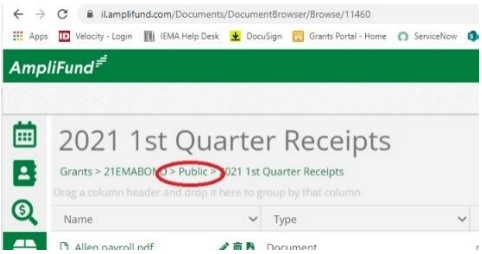
- Select *Choose File*



- Navigate to the file that needs uploaded, select it and click *Open*



- Click Upload



- Repeat this process until all the files are uploaded
- Click *Public* to navigate back to the Award's folder structure