Community Safety and Crime Prevention Branch (CSCP) COAST – New Contract Management System How to Upload Documents



Upload Documents

The COAST service provider portal provides two options to upload documents related to the organization (e.g. annual general meeting minutes, Society by-laws etc.) or contract-related documents (e.g. Transfer Under Agreement, Schedule A, B etc.)

Upload General Documents

 Please click on the Upload General Documents feature in the left box of the COAST service provider portal dashboard. Here is where it is located:

City of New Westminster			
Phone (778)-451-2233			
Email sert-itys_mail.com			
Update Organization Profile	Update Agency Staff	Upload General Documents	

2. To upload a document, click on the **Add File** button and select the file type you wish to upload from your computer.

Summit Community Services	Upload General Documents	
Exit	Add File Upload Files	
	Existing Documents	
	Your Document Available Date	

3. Once you have selected the file, you want to click on the **Open** button

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Desktop 🛷 ^	Name	Date modified	Туре	Size			
Downloads 🖈	a 2017 06 26 Discovery Findings Report to S	2020-09-15 4:24 PM	Microsoft Word D	56 KB			
DJGREENIS 🖈	2020-01-13 Communications Plan COAS	2020-02-10 9:57 AM	Microsoft Word D	38 KB			
Pictures 🖈	Annual Audited Statements - Test for CO	2021-02-09 10:06 AM	Microsoft Word D	12 KB			
COAST	O Annual Audited Statements - Test for CO	2021-02-09 10:08 AM	Chrome HTML Do	33 KB			
G's and H's	Communication to Service Providers reg	2020-08-11 11:23 AM	Microsoft Word D	22 KB			
Reference Sheet	Copy of Mar 4 - CPU Sandbox Testing	2020-03-05 11:56 AM	Microsoft Excel W	150 KB			
Charles and the street	Copy of Test Scenarios and Test Cases for	2020-02-27 10:50 AM	Microsoft Excel W	22 KB			
Sturr from Kevin	Copy of Test Scenarios and Test Cases for	2020-02-27 12:23 PM	Microsoft Excel W	23 KB			
OneDrive	Copy of Test Scenarios and Test Cases for	2020-02-27 12:00 PM	Microsoft Excel W	130 KB			
71 . DC	Counsellor Support Plan test - for COAST	2021-02-09 10:38 AM	Chrome HTML Do	33 KB			
Inis PC	Invoice read only when picked up from P	2020-12-10 12:30 PM	PNG File	226 KB			
3D Objects	Mailing Address Does not copy over	2020-09-28 3:22 PM	Microsoft Word D	157 KB			
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DJGREENIS V	💧 PBVS w CBVS missing service area comm	2020-11-16 11:58 AM	PNG File	36 KB			
Filer	ame: Appual Audited Statements - Test for COAS	r			All Filer		

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4. When returned to the "Upload General Document" page, please select the file type, then click on **Upload Files**. Please note that these are the general file types only for the organization. Here are the file type options:

Summit Community Services	Upload General D	Upload General Documents				
Exit	Annual Audited Statements - Test for COAST.pdf	File Type	✓ O AGM Minutes			
	Add File Upload Files		Annual Report Audit Letter Financial Statements (Audited/Unaudited)			
	Existing Documents		Certificate of Insurance General Service Agreement			
	Your Document	Your Document Available				

Upload Contract Documents

1. Please click on the **Your Document** tab in the correct fiscal year contract box. Please click on the **Upload Contract Documents** button.

Tasks Due Completed Tasks (3) Completed Monthly Reports Update Program/Contact Information Vour Documents
Tass Due Completed Tass (a) Completed Monthly reports oppatie Hogen Contact montation Total Documents

2. To upload a contract document, click on the Add File button and select the file type to upload from your computer.

City of New Westminster	Upload Documents	
Contract No Gord Pellatt 2020-08-22	Add File Upload Files	
Exit		
	Tour Document	Available Date



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Community Safety and Crime Prevention Branch (CSCP) COAST – New Contract Management System How to Upload Documents



3. Next click on the **Open** button

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Organize 🔻 New folder						[EE •		•
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DJGREENIS V	PBVS w CBVS missing service area comm	2020-11-16 11:58 AM	PNG File	36 KB				~
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					>	Open	Cancel	

4. When returned to the Upload Documents Page please select the file type, then click on **Upload Files**. Please note that only contract file types will appear, such as these options:

Summit Community Services	Upload Documer	nts	
Contract No May072020	Counsellor Support Plan test - for COAST.pdf	File Type Custom Financial Report	•
Exit	Add File Upload Files	Custom Statistical Report Custom Activity Report Counselor Support Plan	
	Existing Documents	Letter of Reference Direct Deposit Form	
	Your Document	Available Invoice/Expense Report Other	