

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

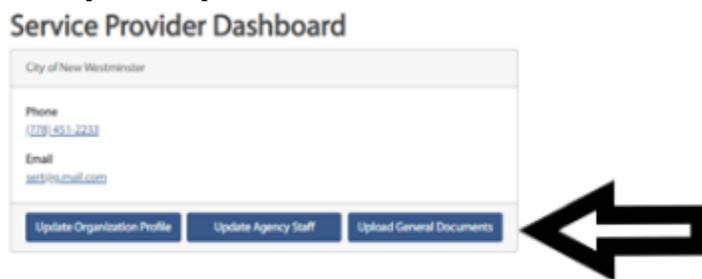


Upload Documents

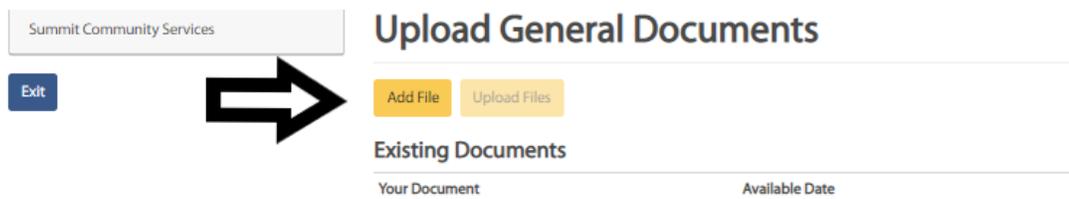
The COAST service provider portal provides two options to upload documents related to the organization (e.g. annual general meeting minutes, Society by-laws etc.) or contract-related documents (e.g. Transfer Under Agreement, Schedule A, B etc.)

Upload General Documents

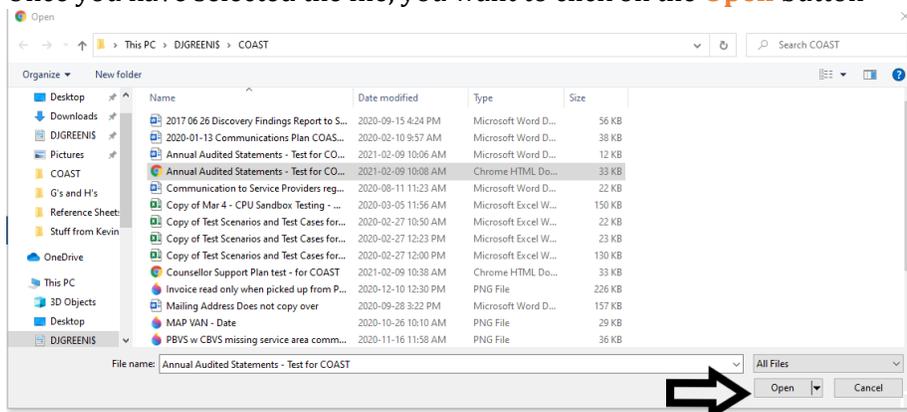
1. Please click on the **Upload General Documents** feature in the left box of the COAST service provider portal dashboard. Here is where it is located:



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



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



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- 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:

Upload Contract Documents

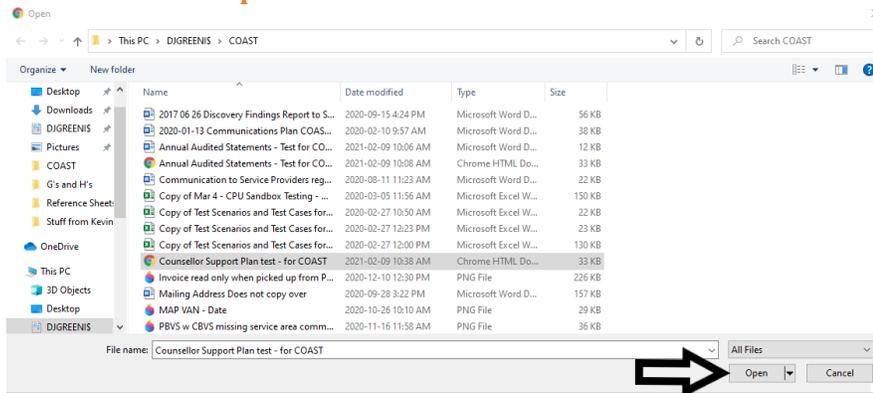
- Please click on the **Your Document** tab in the correct fiscal year contract box. Please click on the **Upload Contract Documents** button.

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

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



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:

