**How to upload documents to your funder**

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| Script |
| Welcome to the AmpliFund recipient series video focused on how to upload documents to your funder. Through AmpliFund you can share documents relevant to your grant award with your funder. |
| Let’s jump into AmpliFund and look at how to access this feature. From the calendar navigate to Grant Management then grants. If you want to share documents with your funder, you must access the documents via the grant award record not the documents module on the left navigation bar. |
| From the list of grant awards select the relevant grant award by clicking on the name. |
| Once in the award details, click on Tools then Documents |
| In your documents screen you will have a folder labeled Public. This folder is visible to your funder and can be used to share documents with them. Also, in this screen you can add additional folders for your organizations internal use, anyone who has access to the award within your organization can view uploaded documents here. Any folders you create are not visible to your funder, your funder can only view documents in the public folder. To access the public folder and upload a document to your funder, click on the name public. |
| Once in the public folder you would see any documents that have already been uploaded. To upload a new document, click on the upload button in the upper right hand corner of your screen. |
| Search for relevant files on your computer and then click upload. You can upload multiple files at once using the control key and selecting multiple names. AmpliFund accepts most document and image file types you can reference the support site for a full list of file types that can be uploaded. |
| After you click upload, you will see your files uploaded to the public folder. If you need to delete a file, you can use the trash can icon. You can also use the download icon if you need to download a file. |
| If you click on the pencil icon, you will have a few choices. You can edit the file name, you can replace the file with a different document or you can move the file to a different folder. Note that only the public folder is visible to your funder so if you want a document shared with your funder, be sure it is in the public folder. After you are done making any changes click on save. |
| Through this recipient series video you learned how to upload documents to your funder. Should you have additional questions, please reference our support site. Thank you! |