

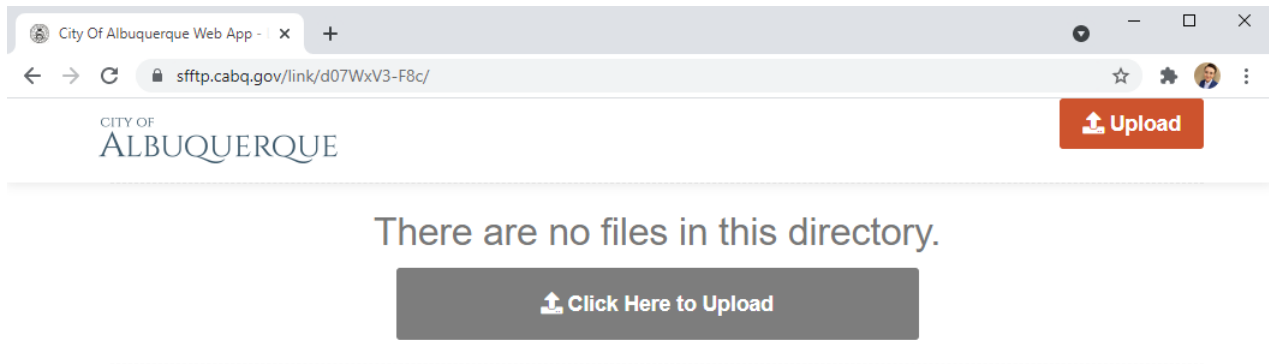
# DOWNTOWN STOREFRONT ACTIVATION GRANT PROGRAM

## UPLOAD INSTRUCTIONS

Please follow the steps below to securely upload all required documents for the Storefront Activation Grant Application.

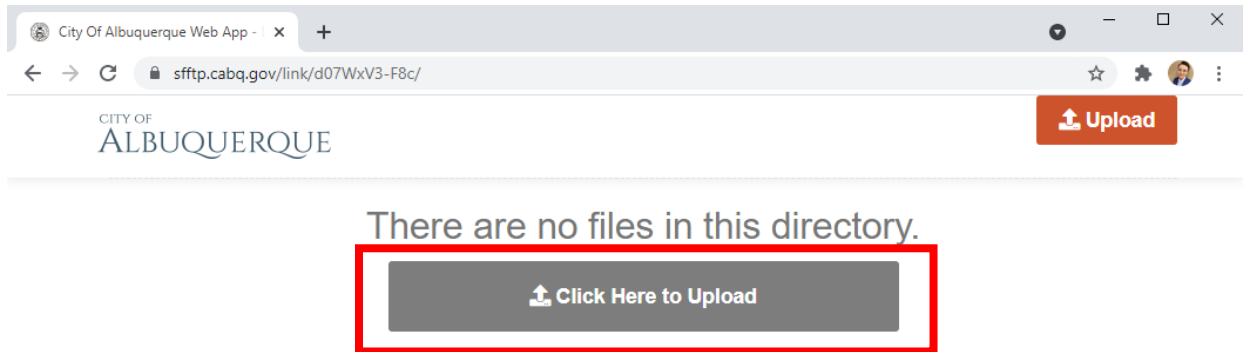
**\*\* FILE NAMING REQUIREMENTS:** All uploaded documents must start with the business name, followed by the document name. For example: *“General Store ABQ\_CRS Report”*  
**Improperly named files will disqualify the application and the applicant will be deemed non-responsive.**

### Step 1



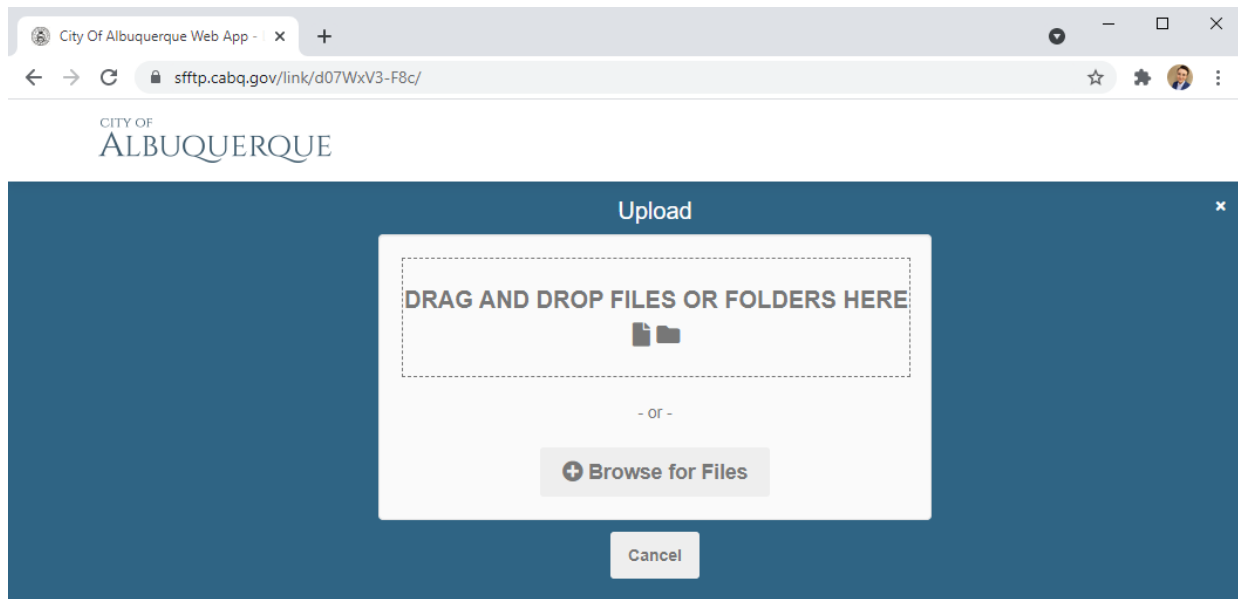
When you click on the provided Application Upload link on the Storefront Activation Grant website, this is how the screen will appear. **You are ready to upload files.**

### Step 2



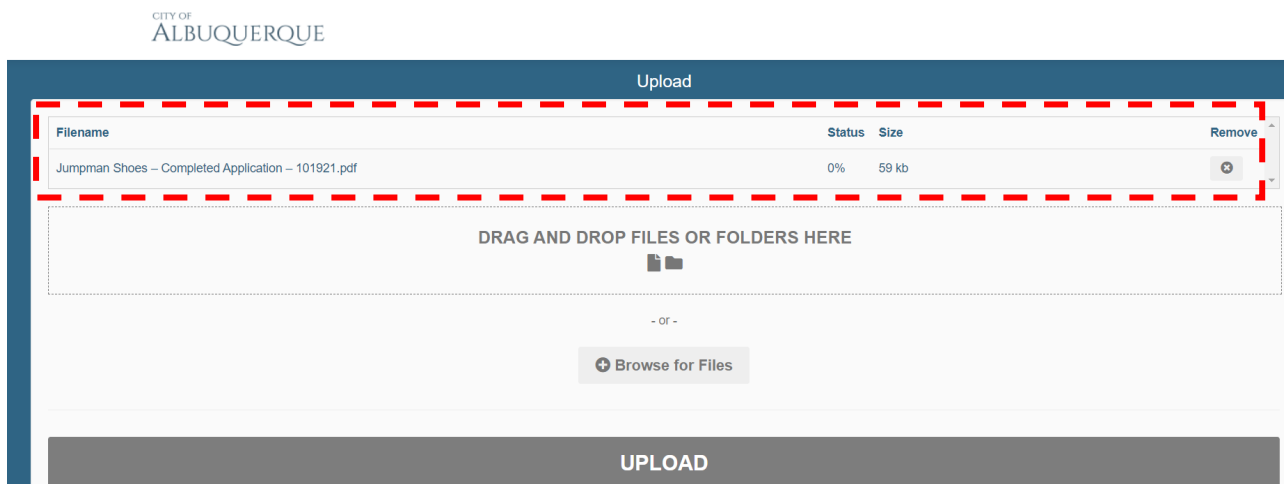
Click **“Click Here to Upload”** to begin.

### Step 3



You may either drag and drop files into the dashed line area above, or browse your computer for files to add.

### Step 4



Once you have successfully selected the Application, it will appear in the “filename” directory. **Repeat Steps 2 and 3 to upload all required documents.**

## Step 5

Filename	Status	Size	Remove
Jumpman Shoes – Completed Application – 101921.pdf	0%	59 kb	
Jumpman Shoes – Annual CRS Filing – 101921.pdf	0%	58 kb	
Jumpman Shoes – Completed W-9 Form – 101921.pdf	0%	59 kb	
Jumpman Shoes - LOI for XXX Gold Ave. SW – 101921.pdf	0%	61 kb	
Jumpman Shoes – WC-1 Employee Report – 101921.pdf	0%	59 kb	
Jumpman Shoes-Active City of Albuquerque Business Registration-101921.pdf	0%	64 kb	

DRAG AND DROP FILES OR FOLDERS HERE

Once all documents are successfully listed in the Filename directory, **click “Upload”**.

Filename	Status	Size	Remove
Jumpman Shoes – Completed Application – 101921.pdf	0%	59 kb	
Jumpman Shoes – Annual CRS Filing – 101921.pdf	0%	58 kb	
Jumpman Shoes – Completed W-9 Form – 101921.pdf	0%	59 kb	
Jumpman Shoes - LOI for XXX Gold Ave. SW – 101921.pdf	0%	61 kb	
Jumpman Shoes – WC-1 Employee Report – 101921.pdf	0%	59 kb	
Jumpman Shoes-Active City of Albuquerque Business Registration-101921.pdf	0%	64 kb	

DRAG AND DROP FILES OR FOLDERS HERE

- or -

**UPLOAD**

**If you do not click upload, or navigate away from this page prior to upload completion, your documents will not be saved** and you will be deemed nonresponsive.

## Step 6

CITY OF ALBUQUERQUE

Upload

Filename	Status	Size	Remove
Jumpman Shoes – Annual CRS Filing – 101921.pdf	100%	58 kb	
Jumpman Shoes – Completed W-9 Form – 101921.pdf	100%	59 kb	
Jumpman Shoes - LOI for XXX Gold Ave. SW – 101921.pdf	80%	61 kb	
Jumpman Shoes – WC-1 Employee Report – 101921.pdf	0%	59 kb	
Jumpman Shoes-Active City of Albuquerque Business Registration-101921.pdf	0%	64 kb	

Cancel

The “status” bar will indicate the progress of your uploads. **Do not hit cancel or navigate away from this view.**

## Step 7

CITY OF ALBUQUERQUE

**Files Successfully Uploaded:**

- Jumpman Shoes – Annual CRS Filing – 101921.pdf
- Jumpman Shoes – Completed W-9 Form – 101921.pdf
- Jumpman Shoes - LOI for XXX Gold Ave. SW – 101921.pdf
- Jumpman Shoes – WC-1 Employee Report – 101921.pdf
- Jumpman Shoes-Active City of Albuquerque Business Registration-101921.pdf

Once your files have completed uploading, the page will automatically change and provide this upload confirmation. The file directory will appear blank or “empty” after successful upload, in order to prevent Respondents from viewing or downloading competing parties’ Responses.

**It is now safe to navigate away from this page.** If you have forgotten to upload a required document, you may repeat this process again with just the missing or corrected document.