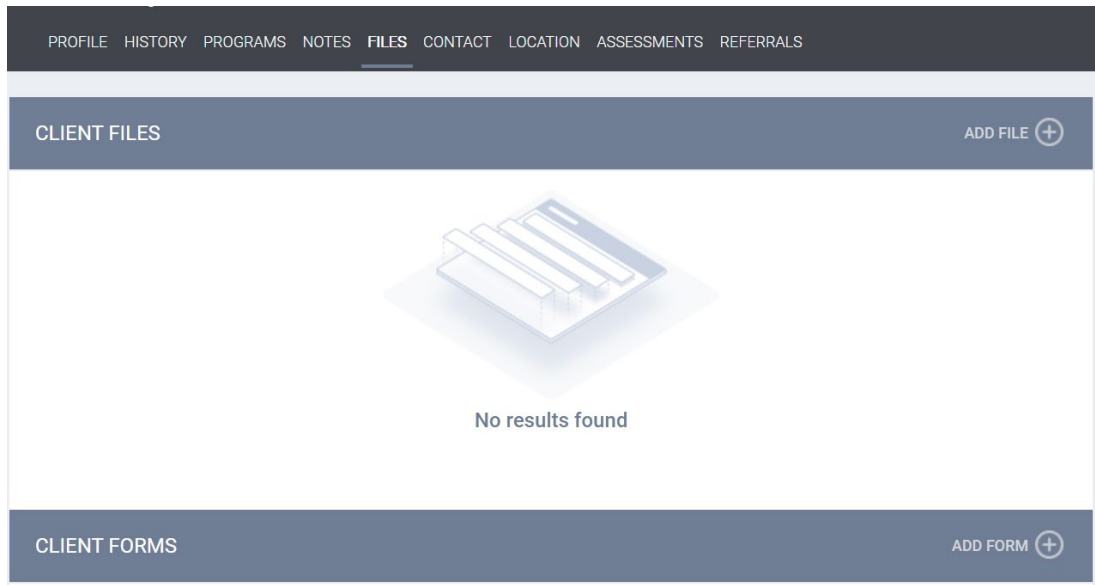
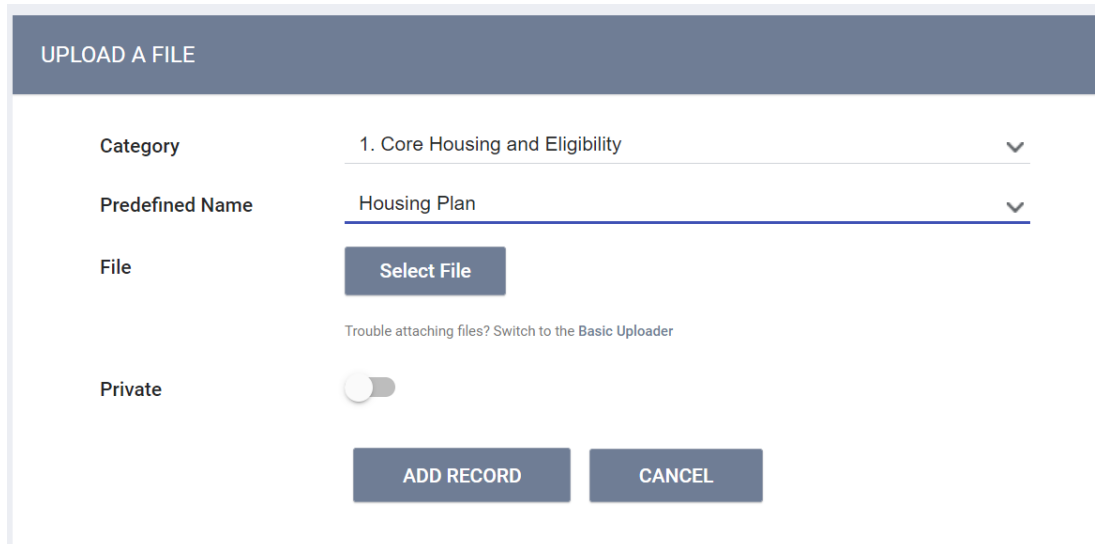


12. Job Aid: Uploading Housing Support Plans to HMIS

1. Pull up the consumer's profile and go to the "files" tab at the top



2. Select "ADD FILE" at the top right, which will lead to this page:

A screenshot of a web application form titled 'UPLOAD A FILE'. The form has a dark header bar with the title. Below the header, there are several fields: 'Category' is a dropdown menu with '1. Core Housing and Eligibility' selected; 'Predefined Name' is a dropdown menu with 'Housing Plan' selected; 'File' is a button labeled 'Select File'; and 'Private' is a toggle switch that is currently turned off. Below these fields, there is a link that says 'Trouble attaching files? Switch to the Basic Uploader'. At the bottom of the form, there are two buttons: 'ADD RECORD' and 'CANCEL'.

3. Leaving the "Category" as "1. Core Housing and Eligibility", select "Housing Plan" from the Predefined Name dropdown list
4. Click "Select File" and find the Housing Support Plan you'd like to upload, then click "open"
5. Do NOT turn on the "private" toggle
6. Click "Add Record". Your document will now be listed in the consumer's files tab

7. If this doesn't work, click the "Basic Uploader" option and follow steps 3-6

UPLOAD A FILE

Category 1. Core Housing and Eligibility ▼

Predefined Name Housing Plan ▼

File Select File

Trouble attaching files? Switch to the **Basic Uploader**

Private

ADD RECORD CANCEL