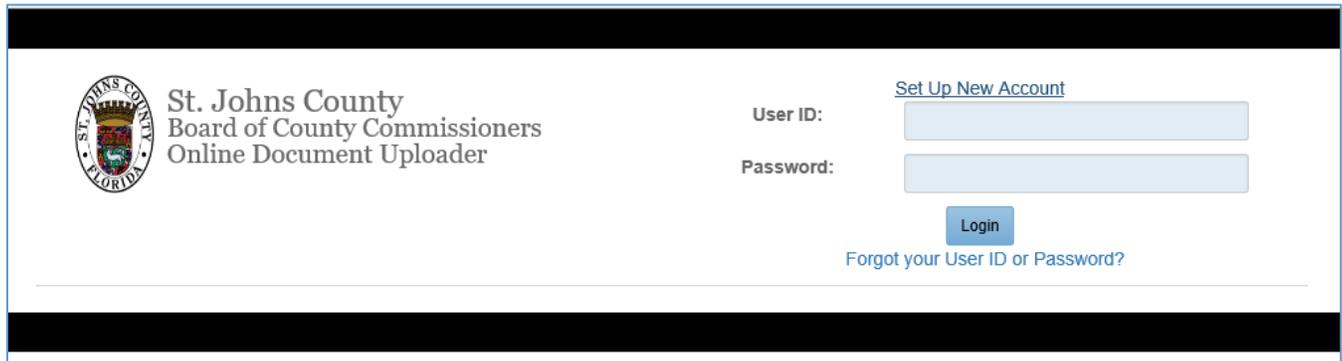


## Instructions for SJC Uploader

Go to the web address: <https://webapp.sjcfcl.us/uploader>

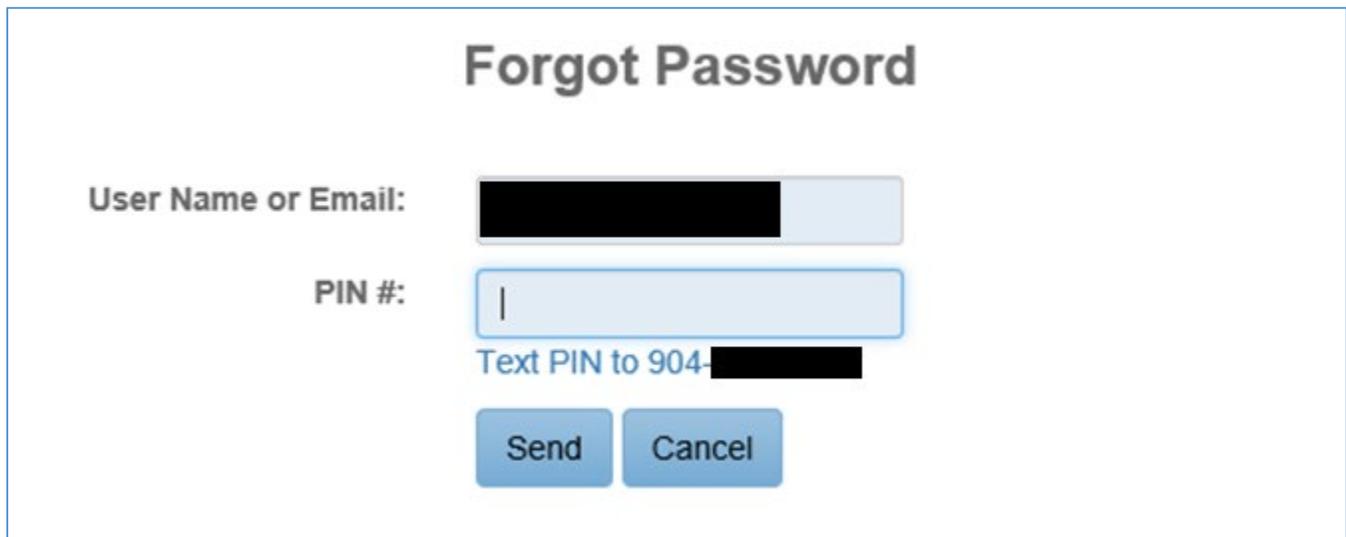
--or-- <https://webapp.sjcfcl.us/uploader/SJCUpLoader.aspx>

The login screen should appear. If you have a login, enter your User ID & Password and click on the “Login” button, and the process will take you to the main SJC Uploader screen.



The screenshot shows the login interface for the St. Johns County Board of County Commissioners Online Document Uploader. On the left is the county seal. The main heading reads "St. Johns County Board of County Commissioners Online Document Uploader". To the right, there is a "Set Up New Account" link, a "User ID:" label with an input field, a "Password:" label with an input field, a "Login" button, and a "Forgot your User ID or Password?" link.

If you have an account and cannot remember your login credentials, click on the “Forgot your User ID or Password?” link, enter your email address and the Pin # that you created when you created your account, and it will send you an email to help you reset your password. And if you don’t remember your Pin #, there is a link on the page that can send you your Pin # to your cell phone.



The screenshot shows the "Forgot Password" screen. It features a title "Forgot Password" at the top. Below it, there are two input fields: "User Name or Email:" and "PIN #:". Below the PIN # field, there is a link that says "Text PIN to 904- [redacted]". At the bottom, there are two buttons: "Send" and "Cancel".

If you do not have an account, click on the “Set Up New Account” link at the top of the screen. It will take you to a screen and allow you to define a user ID and a password to use with the SJC Uploader application.

## Setting Up New Account

SJC UpLoader Allows Customers to Submit Documents

Log Name & Password must be minimum six char

**Log Name:**

xyp@xyp.com

**Password:**

|

**Verify Password:**

Create

Cancel

Enter a unique login and password combination, and click the “Create” button. You will get a user profile screen that will allow you to input the required fields for your user profile.

## Add/Modify Customer

**Company Name:**

|

**Log Name:**

██████████

**First Name:**

**Last Name:**

**Email:**

**PIN #:**

**Mobile Phone:**

\_\_\_\_-\_\_\_\_-\_\_\_\_

**Mobile Carrier:**

Choose One



Save

Close

After completing the profile input and clicking the “Save” button, you go to the main SJC Uploader screen.



Distribution Type:

Select Document (PDF/JPG only) to Upload:  Browse...

Enter a Document Description:

Upload

ImageId	Description	Date	SentTo	Viewed
<a href="#">View</a>	EmployerTaxDocs	05/07/20 01:43 PM	<i>Small Bus Assist Grant</i>	05/08/20 13:06 ██████████ 05/07/20 14:41 ██████████
<a href="#">View</a>	GrantExpendBudget	05/07/20 01:43 PM	<i>Small Bus Assist Grant</i>	05/08/20 13:06 ██████████
<a href="#">View</a>	Danny's Resume Sample	05/04/20 03:13 PM	<i>Small Business Money</i>	

By accessing this website, applicant acknowledges that any documents uploaded in connection with this application shall be subject to the requirements of Florida's Public Records Law (Chapter 119, Florida Statutes). Except to the extent a document contains information that is confidential or exempt from production under Florida law, any document submitted in connection with this application shall be subject to disclosure in the event St. Johns County receives a public records request to which the document is responsive.

The top right corner of the screen shows your user information, and links to allow you to edit your profile data and log off. The bottom of the screen will show you a listing of documents that have been previously uploaded, a "View" button to view the uploaded document, the document description, the date it was uploaded, and who the document was sent to. There is also a field that shows who most recently viewed your document and when.

At the present time, SJC Uploader ONLY accepts PDF documents and JPG images.

If you want to submit an application for a particular county program, select the Distribution Type "SJC Forms", and then select the SJC Form type (ex. – "Small Bus Assist Grant").

Distribution Type:

SJC Forms:

At that point, you will be taken to a new screen with a listing of the documents that are associated with that application. There is a document descriptions for each, and a flag designating which documents are required. A "Browse" button will allow you to select each document from your device. You will not be able to complete the upload process until all required documents have been attached to each document type.



### Small Bus Assist Grant

\* Allowable document file types: PDF and JPG ONLY \*

Doc Type	Path	Doc Type	Req
SmallBizGrantApp	<input type="text"/> Browse...	Small Business Emergency Assistance Grant Application	✓
GrantExpendBudget	<input type="text"/> Browse...	Proposed Emergency Assistance Grant Expenditure Budget, containing only allowed expenditures (rent, mortgage, utilities, payroll)	✓
FLBusinessReg	<input type="text"/> Browse...	State of Florida business registration from the Florida Division of Corporation (must show business is registered in St. Johns County)	✓
IDcopy	<input type="text"/> Browse...	Copy of business owner/president/CEO's Driver's License, state ID, or passport	✓
Justification	<input type="text"/> Browse...	Written justification of economic loss or injury caused due to COVID-19	✓
ProofApplFedState	<input type="text"/> Browse...	Proof of application or attempted application of Federal and/or State disaster loan/grant funding; can include email response or screenshots.	✓
PayrollJournal	<input type="text"/> Browse...	Payroll Journal or equivalent document prior to March 1, 2020. Do not include personally identifying information such as, social security numbers or driver's license numbers.	✓
EmployerTaxDocs	<input type="text"/> Browse...	Federal Employer Tax ID Documentation	

By accessing this website, applicant acknowledges that any documents uploaded in connection with this application shall be subject to the requirements of Florida's Public Records Law (Chapter 119, Florida Statutes). Except to the extent a document contains information that is confidential or exempt from production under Florida law, any document submitted in connection with this application shall be subject to disclosure in the event St. Johns County receives a public records request to which the document is responsive.

The county employees associated with that program will get an email notifying them that your documents are uploaded for review.

If you want to upload a new document to a particular county employee, select the Distribution Type "Department", and then select the department and the employee name who has been designated to receive documents for that department. Then use the "Browse" button to look for the file you would like to upload from your computer, and enter a brief description of the document in the big textbox.

**Distribution Type:**

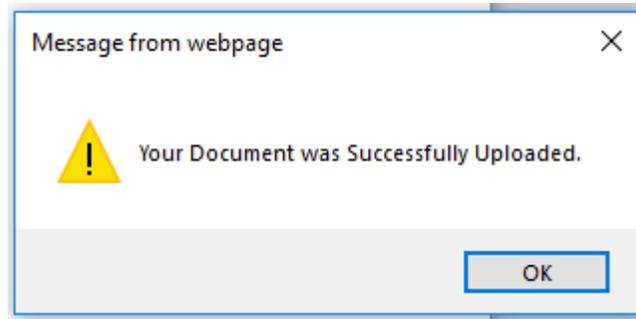
**Department:**

**Recipient:**

**Select Document to Upload:**

**Enter a Document Description:**

When you have all of the information populated, click the Upload button, and a message should display that the document was successfully uploaded.



After you click the "OK" button, you will see the uploaded document in your list on the bottom of the screen.

The county user that you selected as the recipient will receive an email letting them know that a document was uploaded with a link to get to the list of their uploaded documents.