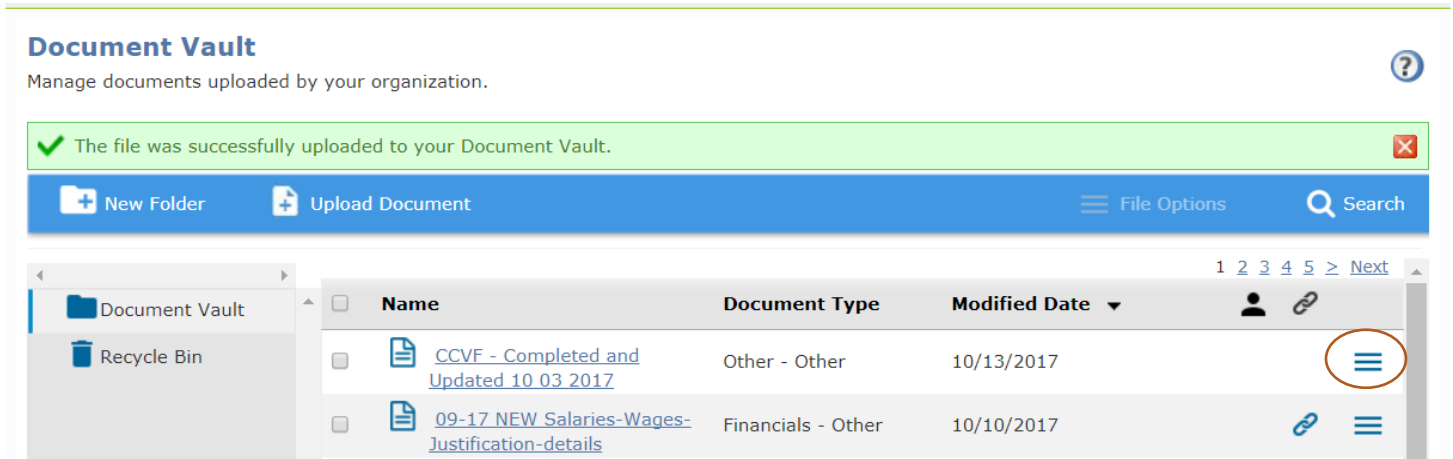
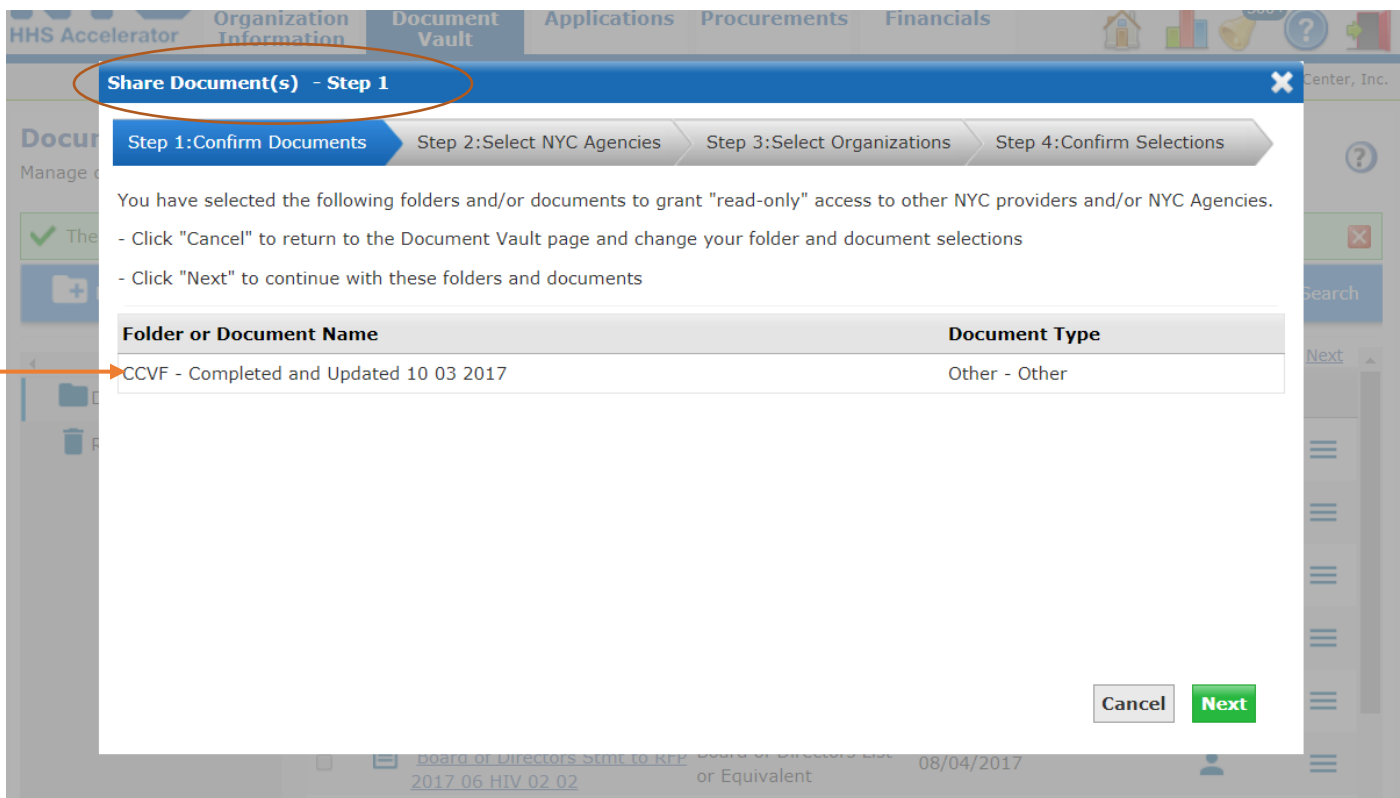


Sharing Documents to Public Health Solutions in the Document Vault

Generally, sharing files begins in the "Document Vault", where you upload documents such as Financial Statements, Certificate of Insurance, etc. Once you upload a document(s) to the Document Vault, you are able to share them. These instructions demonstrate how to share documents with Public Health Solutions (PHS).

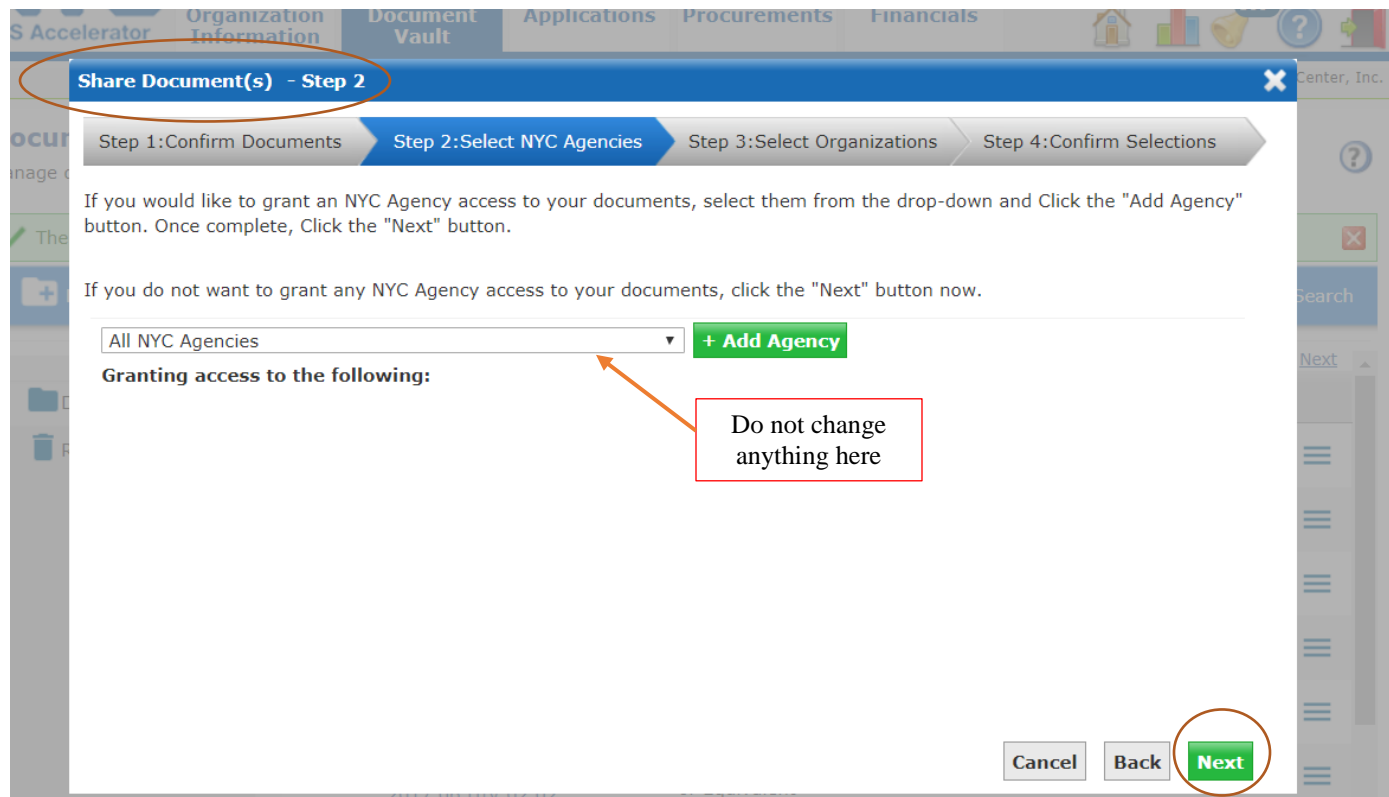


After opening the Document Vault, you will see on the right side the three bars - click on this and you will see an option to "share" documents.

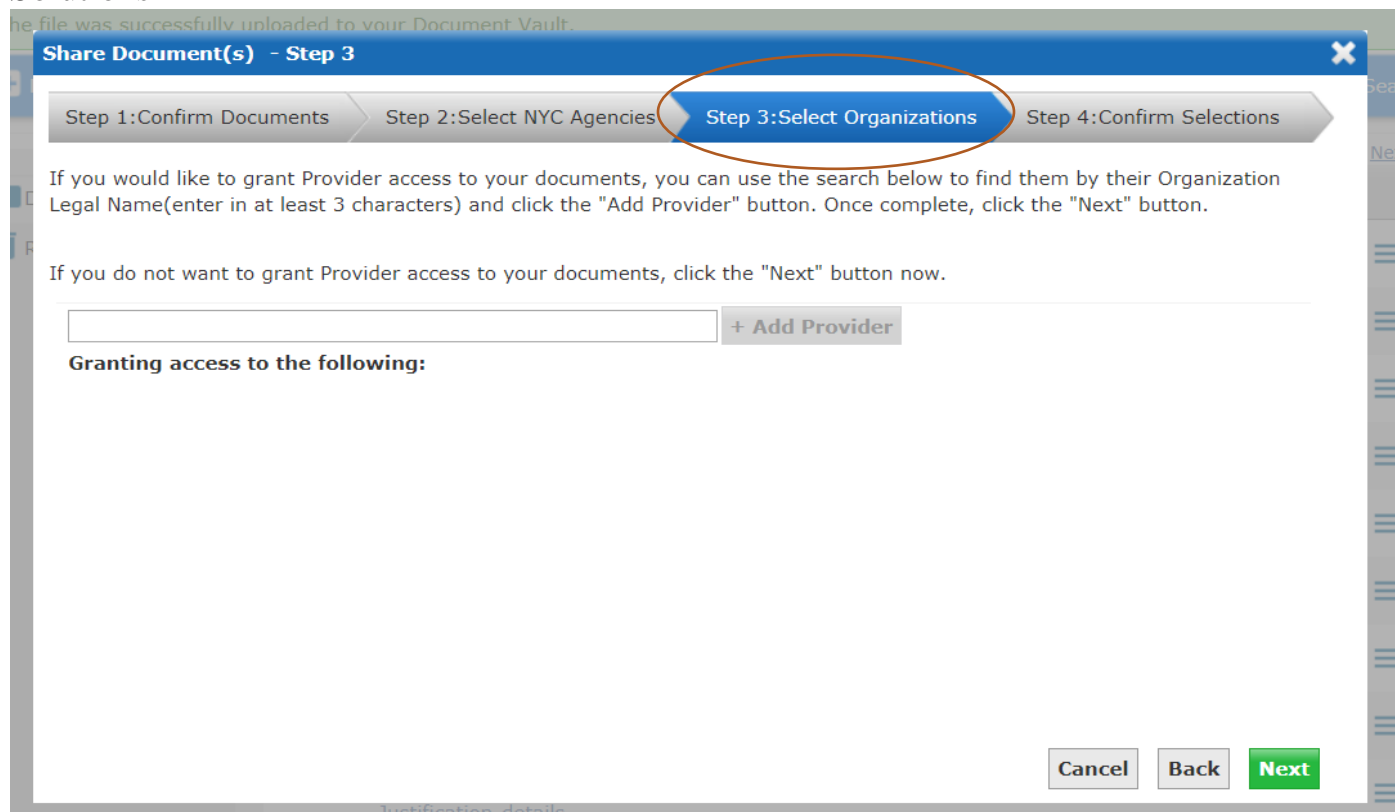


The window above opens, and you'll see "**Share Documents - Step 1**". In this example, the organization is sharing the Contract Contact Verification Form (CCVF).

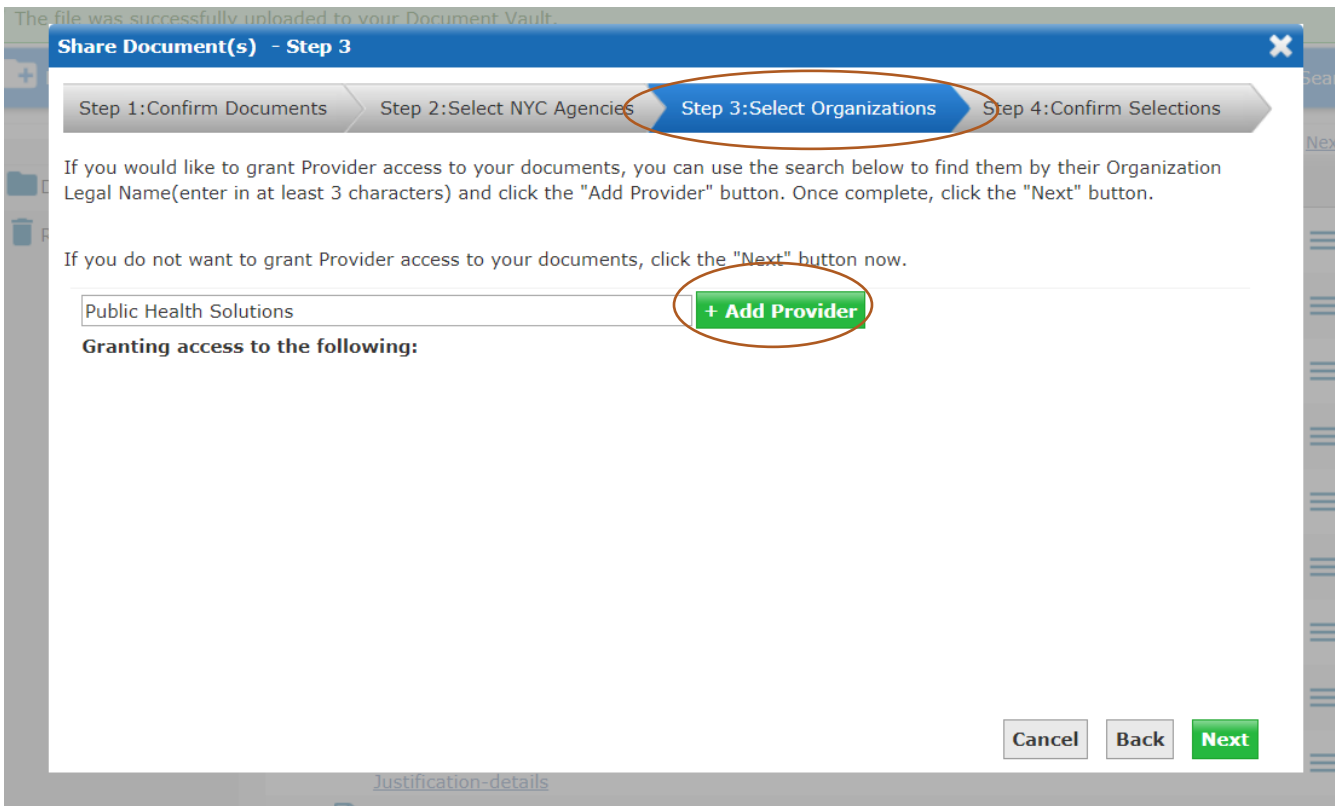
Next, you will see this pop up window, **Share Document(s) Step 2**, asking if you want to share with "All NYC Agencies" - *Do nothing on this page except click on "NEXT" - lower right hand corner*



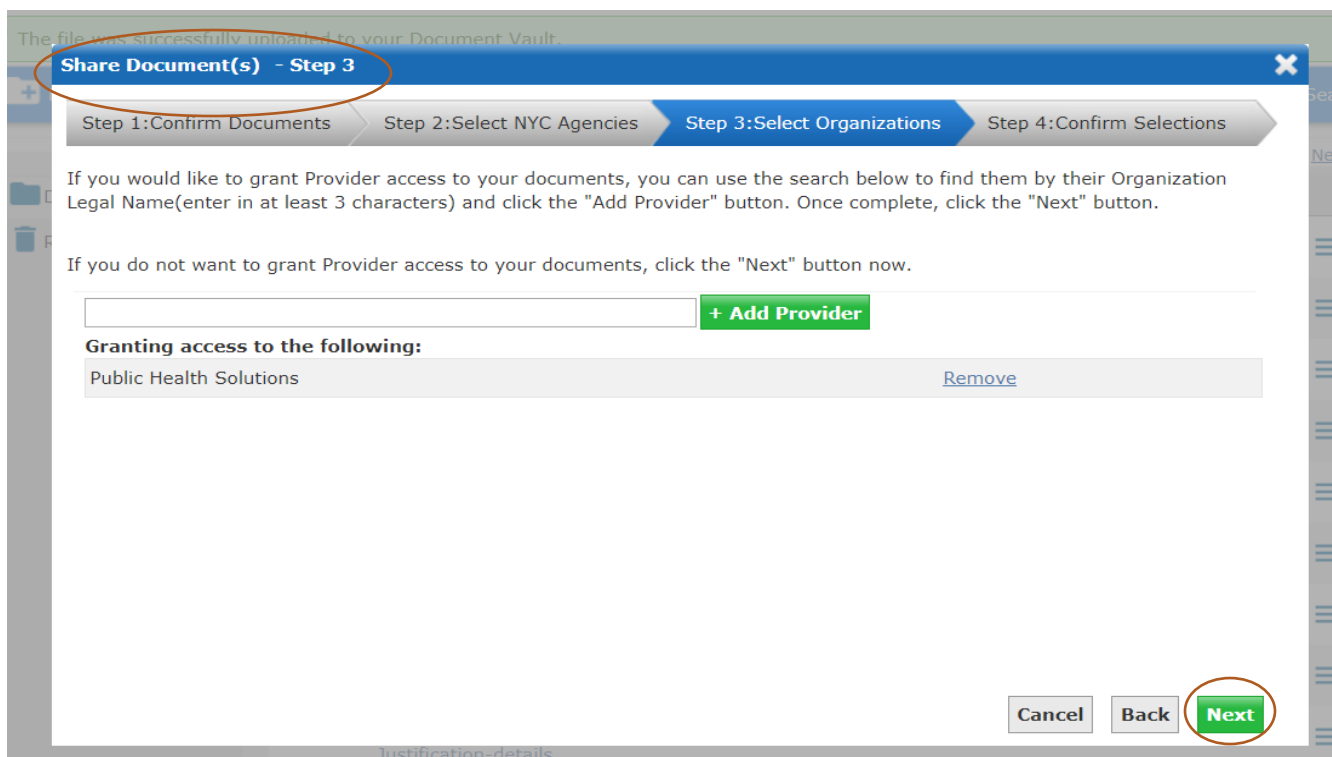
The window **Step 3: Select Organizations** pops up. In the cell you then type in "Public Health Solutions"



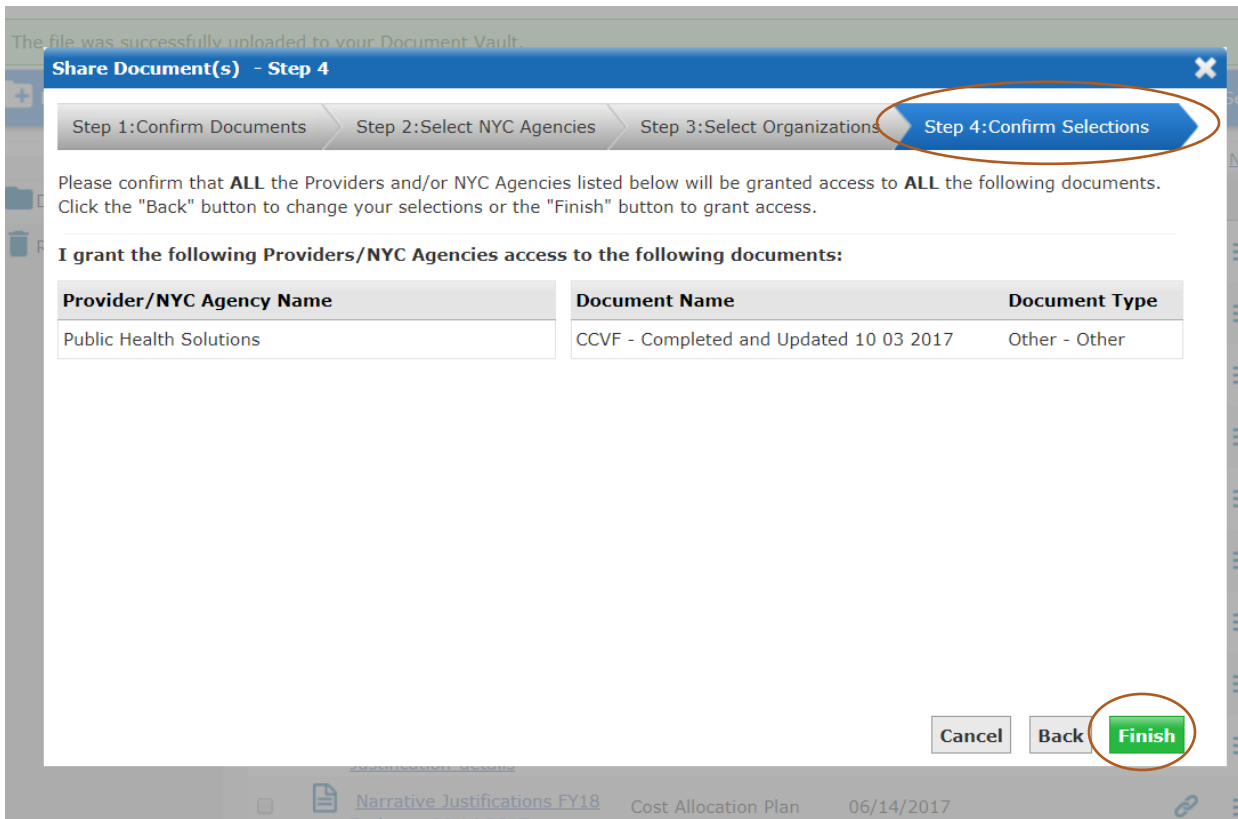
Continuing on STEP 3, Once "Public Health Solutions" is typed in, click on "Add Provider"



Continuing in STEP 3, Public Health Solutions will then be added - see below. Select "Next" in the lower right hand corner



You will now be in **STEP 4: Confirm Selections**. The window will look like the following below. Select "Finish".



You are then returned to the page below and will see *"Public Health Solutions has been granted access to the selected documents"*.

