



# How to Upload Files on the CalMHSA County Member Portal



Step 1:

Login to the CALMHSA portal- CalMHSA Members' Portal (calmhsa-members.org)

| C   | https://calmhsa-members.org/login   |                | G | A <sup>®</sup> | * | G | ζ <sup>*</sup> ≡ | Ē |   |
|-----|---|----------------|---|----------------|---|---|------------------|---|---|
| Con | almHSA<br>formio Mental Health Services Authority<br>appassion. Action. Change. |                |   |                |   |   |                  |   |   |
|     |   | Member Login   |   |                |   |   |                  |   |   |
|     |   | E-Mail Address |   |                |   |   |                  |   |   |
|     |   | Password       |   |                |   |   |                  |   |   |
|     |   | Login          |   |                |   |   |                  |   |   |
|     |   | Lost Password? |   |                |   |   |                  |   | ð |



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Step 2:

On the left side of the site click the Documents folder and then All Phases folder





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Step 3:

Click on the Add Document button





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#### Step 4:

#### 1-Enter the File name

| Display Name                          |                              |
|---------------------------------------|------------------------------|
| The name you want to be this document | e displayed when referencing |

## 2-Upload the document

| D | ocument *     |                |  |
|---|---------------|----------------|--|
|   | Choose File   | No file chosen |  |
| T | he document f | ,<br>île       |  |

## 3- Select the Document Type

#### Document Type \*

| Select Document Type |                              | ~ |
|----------------------|------------------------------|---|
| The type             | of document you're uploading |   |

## 4-Click on the blue submit button



| Document Information   |                            |                                       |   |
|--|----------------------------|---------------------------------------|---|
| Display Name   | Document *                 | Document Type *                       |   |
|  | Choose File No file chosen | Select Document Type                  | ~ |
| The name you want to be displayed when referencing this document | The document file          | The type of document you're uploading |   |
| Language   |                            |                                       |   |
| Select Language 🗸 🗸  |                            |                                       |   |
| Set the language IF this is a translated document                |                            |                                       |   |
|  |                            |                                       |   |
| Cancel Submit  |                            |                                       |   |