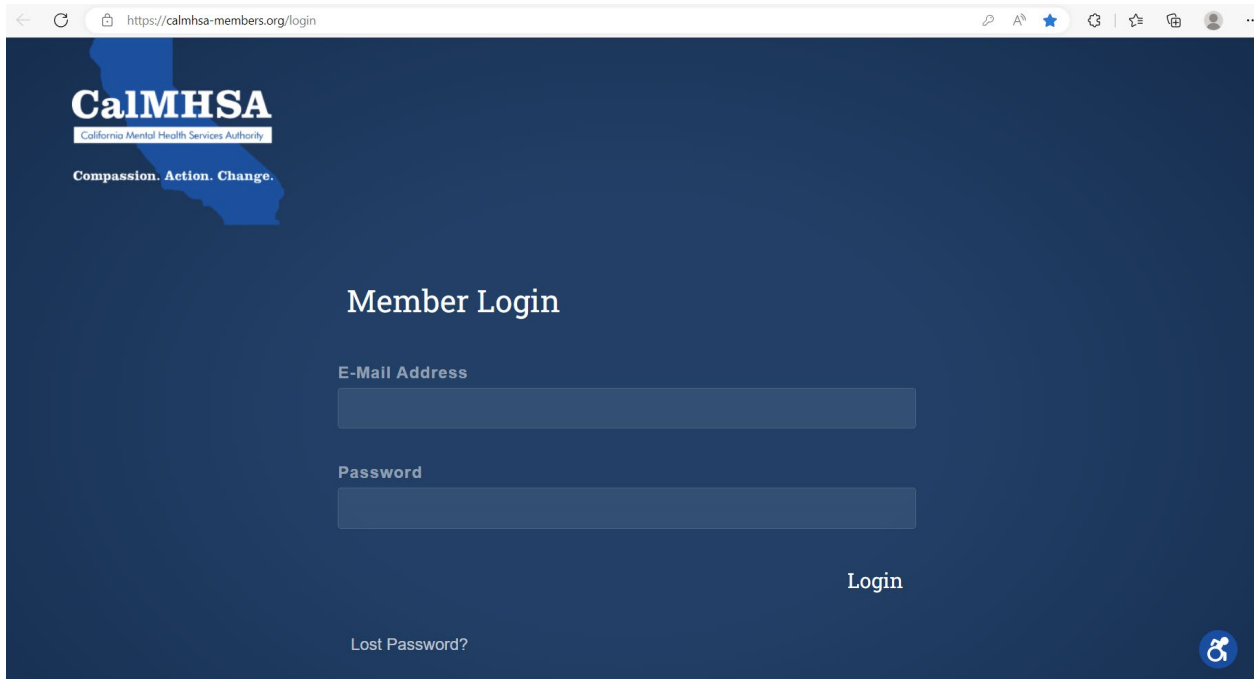


How to Upload Files on the CalMHSA County Member Portal

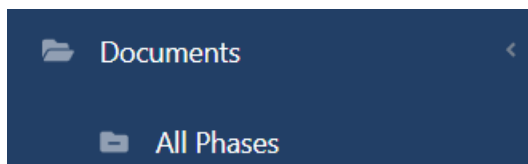
Step 1:

Login to the CALMHSA portal- [CaIMHSA Members' Portal \(calmhsa-members.org\)](https://calmhsa-members.org)



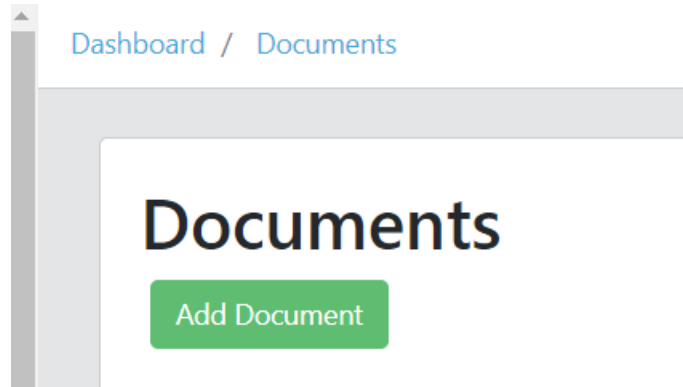
Step 2:

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



Step 3:

Click on the Add Document button



Step 4:

1-Enter the File name

Display Name

The name you want to be displayed when referencing this document

2-Upload the document

Document *

 No file chosen

The document file

3- Select the Document Type

Document Type *

The type of document you're uploading

4-Click on the blue submit button

Create New Document

Document Information

<p>Display Name</p> <input type="text"/> <p>The name you want to be displayed when referencing this document</p>	<p>Document *</p> <input type="button" value="Choose File"/> No file chosen The document file	<p>Document Type *</p> <input type="text" value="Select Document Type"/>
<p>Language</p> <input type="text" value="Select Language"/>		

Set the language IF this is a translated document