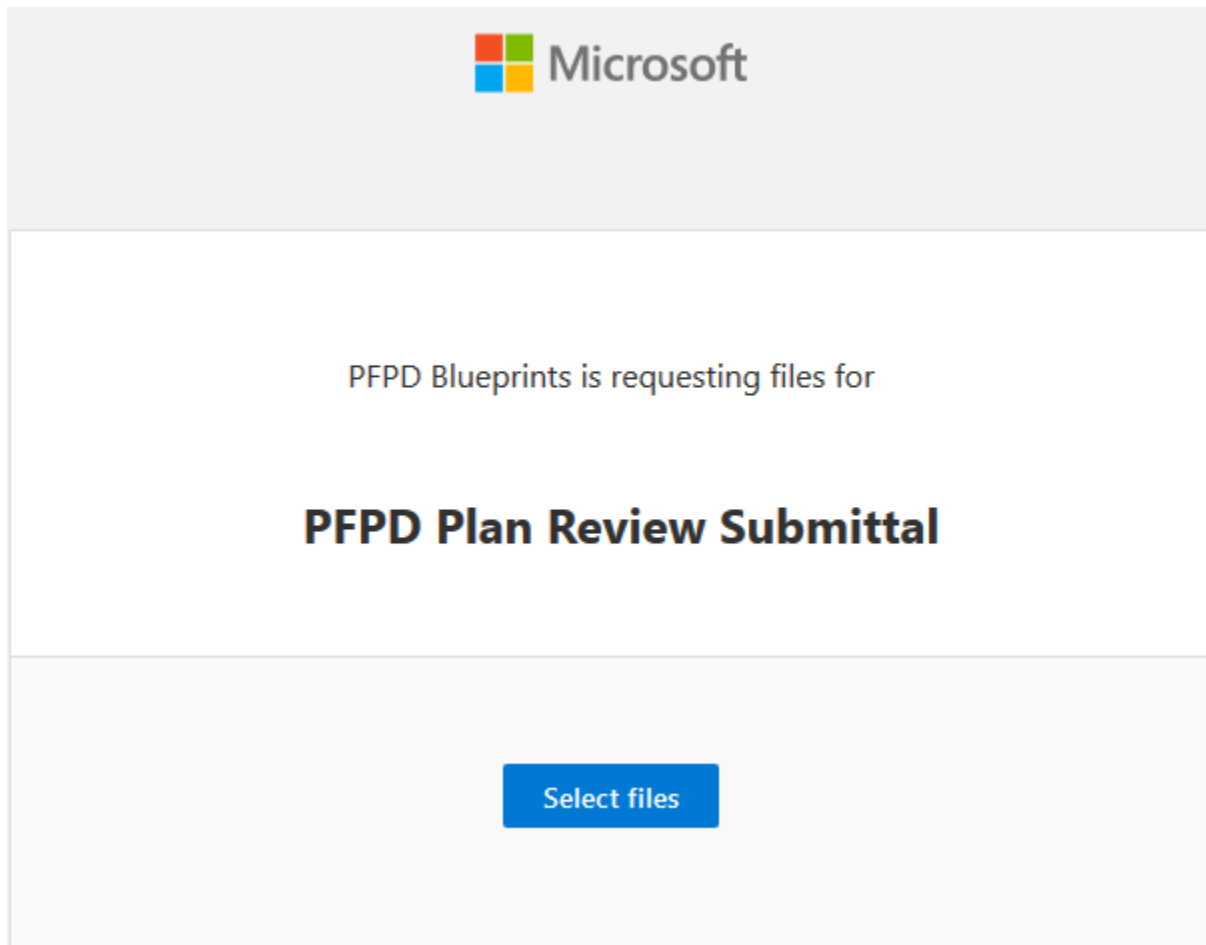


File Upload

Submitting a file

➤ <https://plainfieldfpd-my.sharepoint.com/:f:/p/pfpdbblueprints/EkR4oalrnPFDrUB1kWc7jpQBjMfAHGYT08NBxEQw2n8jTA>

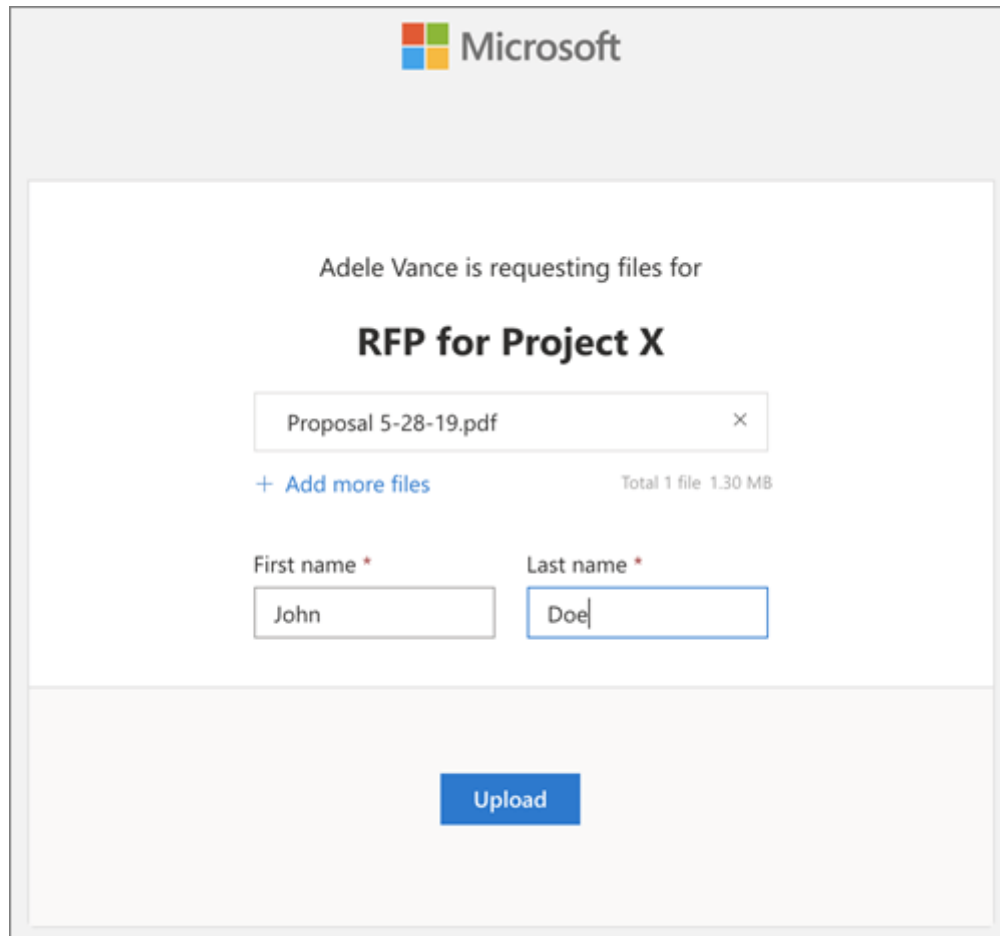
When recipients click the link, they'll see:



The screenshot shows a Microsoft SharePoint interface. At the top is the Microsoft logo. Below it, the text reads "PFPD Blueprints is requesting files for". Underneath that, in a larger, bold font, is "PFPD Plan Review Submittal". At the bottom of the page is a blue button with the text "Select files".

Notes: If the recipient is not signed in, the recipient will be asked to add a first name and last name to help the requestor identify the different files uploaded. The provided first name and last name is not validated; it is purely for the requestor's convenience, and is not a guarantee of identity when the recipient is currently not signed in. If the recipient is signed in and responds to the request, the identity is recorded as part of the upload.

1. Click **Select files**, browse to the appropriate folder, and select the file being requested. If you need to add additional files, click **Add more files**.
2. When you've selected all the requested files, click **Upload**.



The image shows a Microsoft web interface for uploading files. At the top is the Microsoft logo. Below it, a message states "Adele Vance is requesting files for" followed by "RFP for Project X". A file upload box contains the text "Proposal 5-28-19.pdf" and a close icon. Below the box is a link "+ Add more files" and a status "Total 1 file 1.30 MB". Further down are two input fields: "First name *" with the value "John" and "Last name *" with the value "Doe". At the bottom is a blue "Upload" button.

Microsoft

Adele Vance is requesting files for

RFP for Project X

Proposal 5-28-19.pdf ×

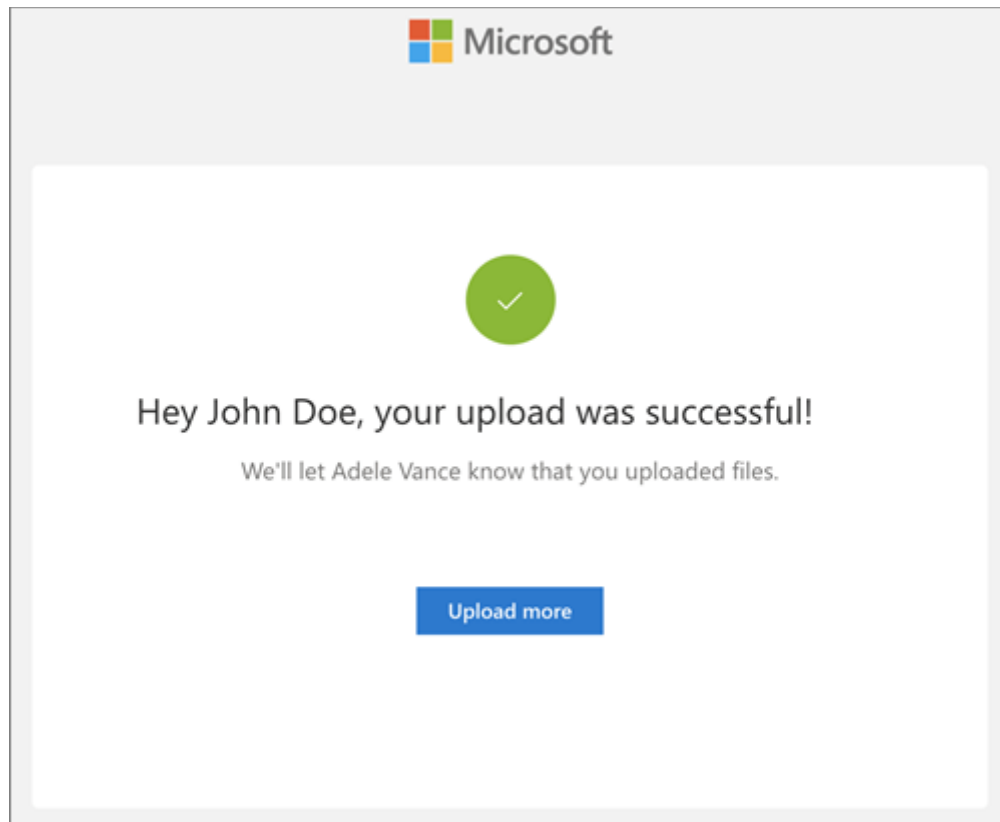
+ Add more files Total 1 file 1.30 MB

First name * Last name *

John Doe

Upload

3. Recipients will get another notification once their files have been successfully uploaded.



WARNING!

Files that are not in PDF or DOCX format will not be acknowledged.