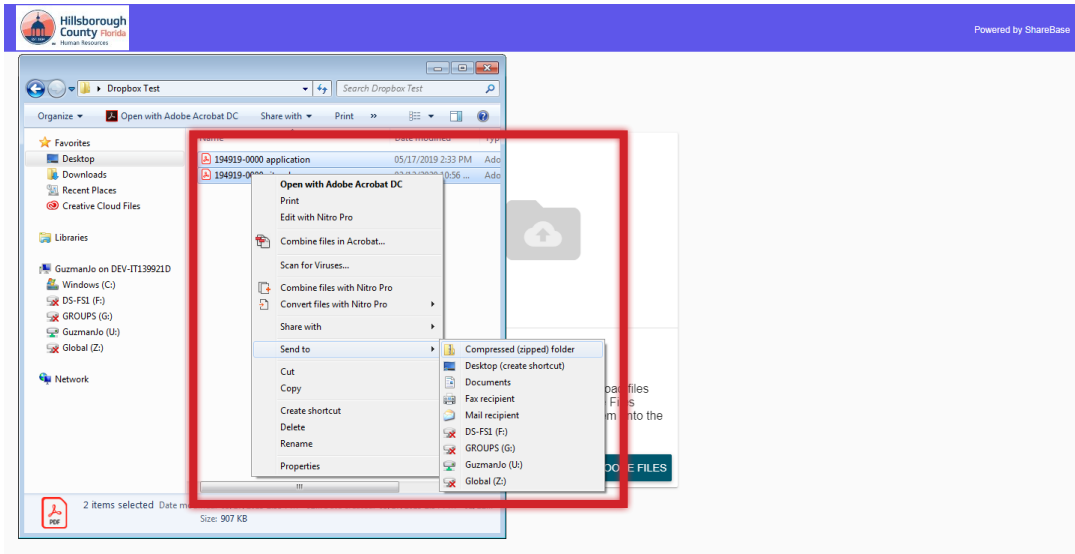




Submitting Your Documents to the Digital Development Dropbox

Submitting documents to the Digital Development Dropbox is quick, easy and convenient! Before you begin, ensure that you have all necessary files and familiarize yourself with how to name your files based on the instructions for your submittal type.

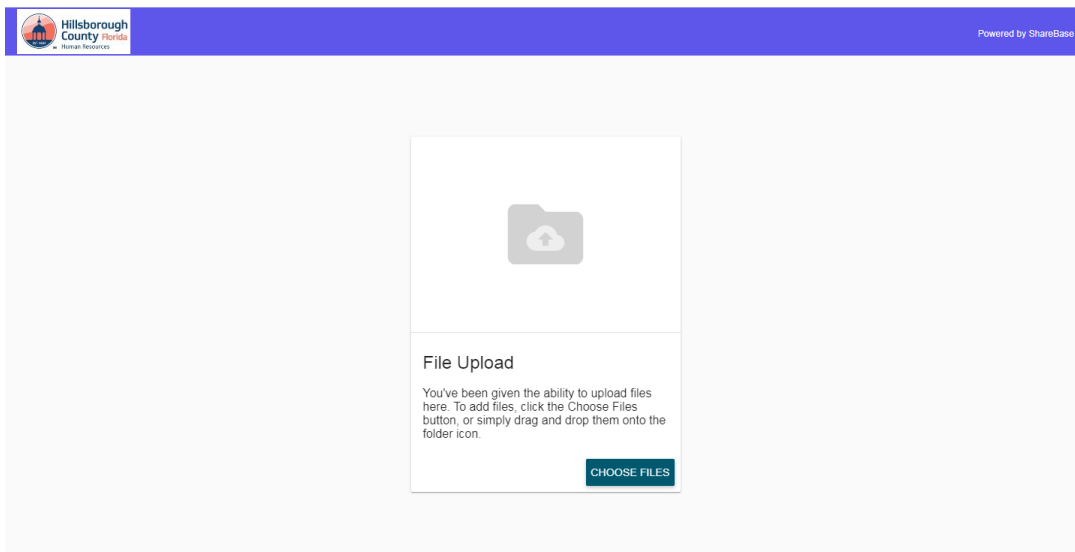
- 1 First, locate the files you wish to submit and highlight them. Right click, choose 'Send to'. Then, select 'Compressed (zipped) folder'



NOTE: Mac users can create this folder by selecting the files to be included, holding CTRL and clicking, then selecting 'Compress Items'

- 2 Ensure that you label the resulting zip file as required by the [instructions](#) for your submission type.

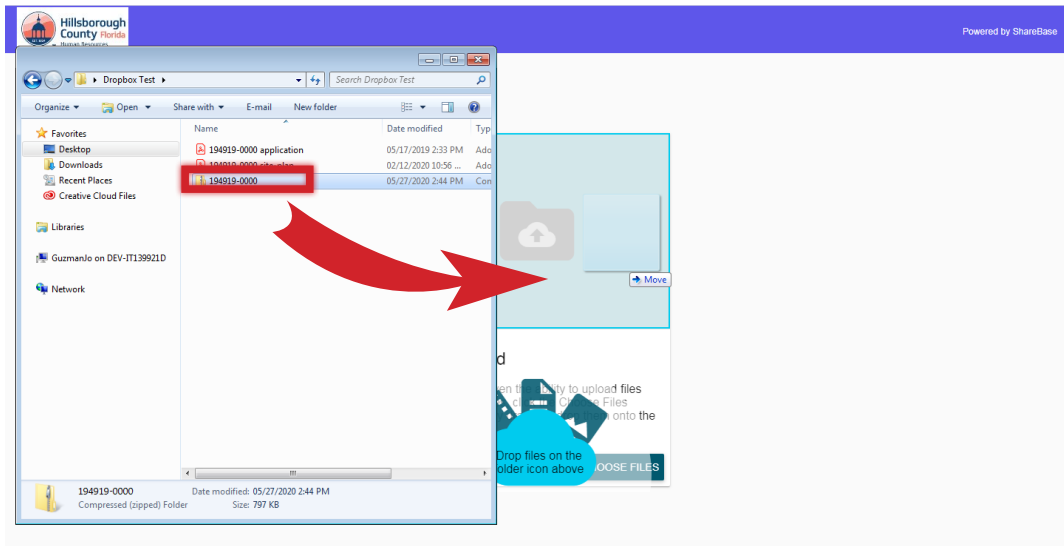
- 3 Next, click on the appropriate dropbox link for your submittal type. You will see a screen similar to the one shown here:



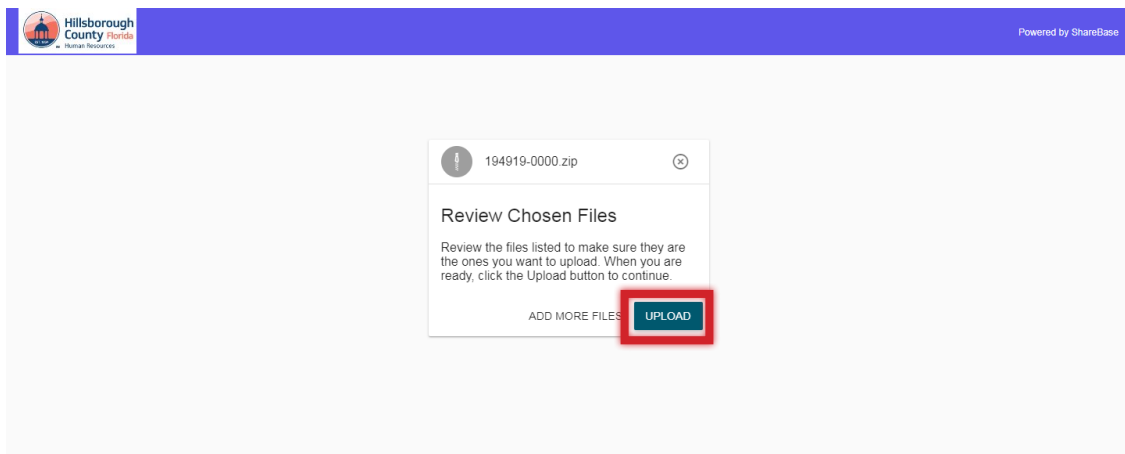


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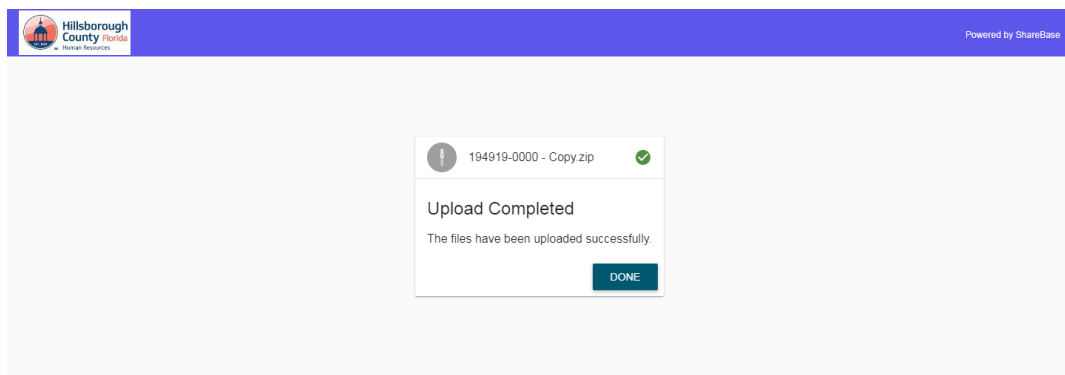
4 Now, click and drag the .zip file from your computer browser to the white 'File Upload' box on your web browser:



5 Review the file name to ensure you have selected the appropriate file. If all looks correct, click 'UPLOAD'



6 You will receive the following confirmation when your file has uploaded:



Typically, you will receive a reply from staff within 5 business days.
If you experience any difficulties when uploading your files, please call (813) 272-5600.