GO ANYWHERE SECURE DROPBOX INSTRUCTIONS

$ll Applications, Interim and Final Reports submitted for this program are required to be submitted to a secure drop box powered by GoAnywhere®.

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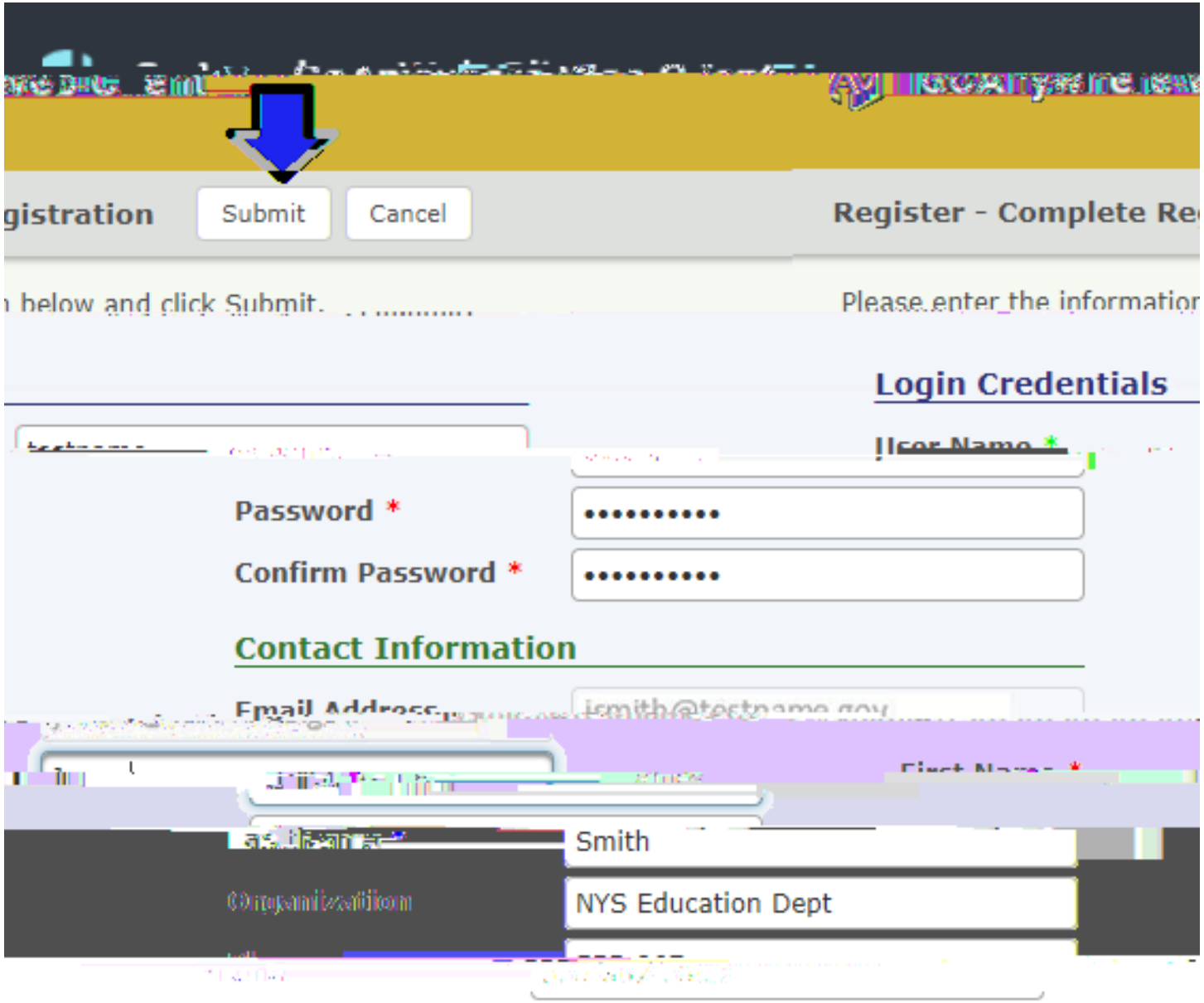
Below are snapshots of what you will see when registering your GoAnywhere® account. Please follow step one, two, three and four, when you initially register your account (see steps starting on the next page).

Once you have registered, it can take up to 48 hours for your account to be approved and you can access it. (see step five) and before you receive a user registration approval notification via email (see step six).

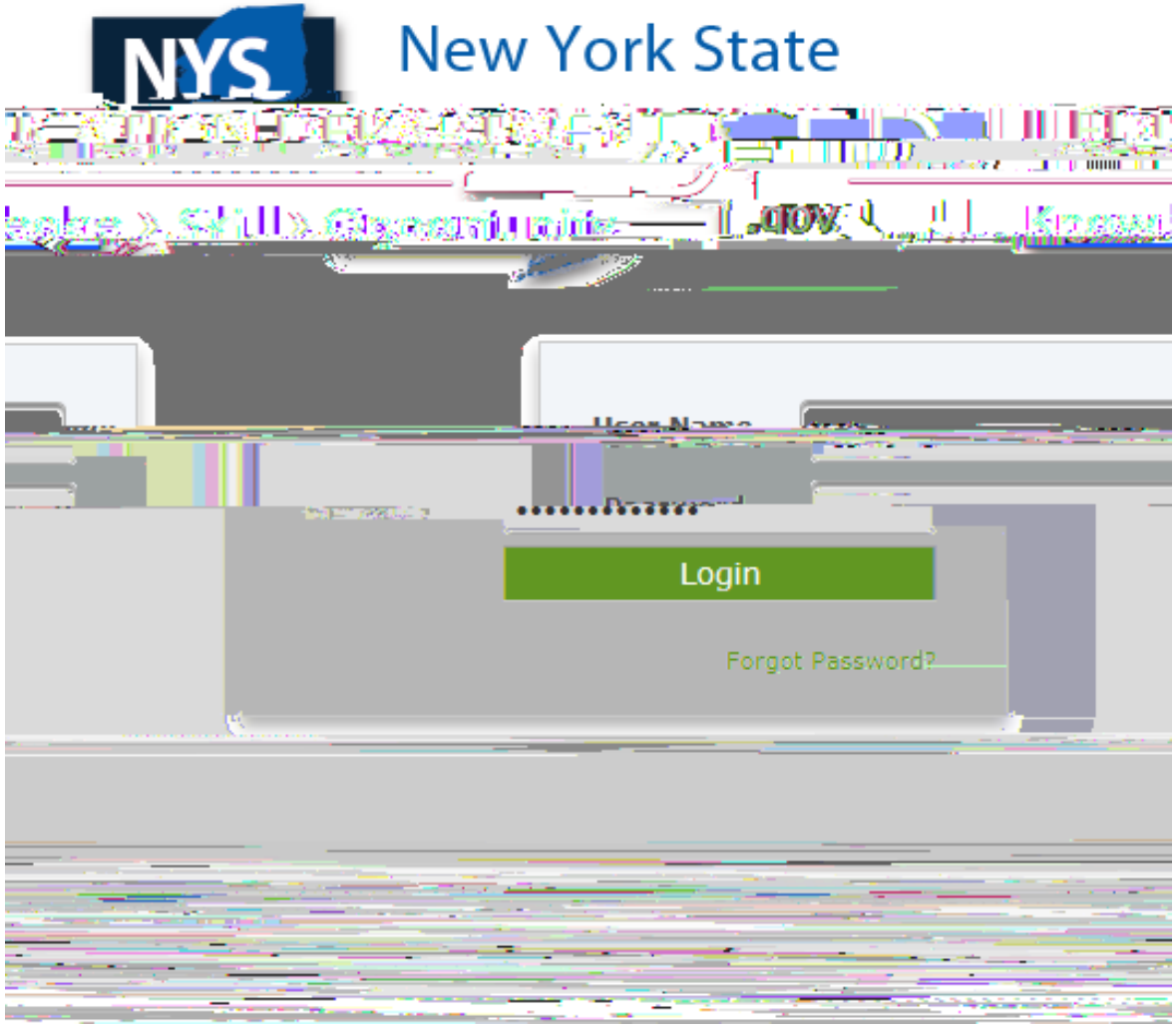
Once you receive the approval notification, we encourage you to become familiar with the site's navigation dashboard (see step seven) and how to upload each completed report (see step eight and nine) before the due date of each report.

If you have any questions about the GoAnywhere® site, please contact John Schnurr at (518) 473-9134 or via email at John.Schnurr@nysed.gov FOR C-STEP RELATED ISSUES ONLY!!!

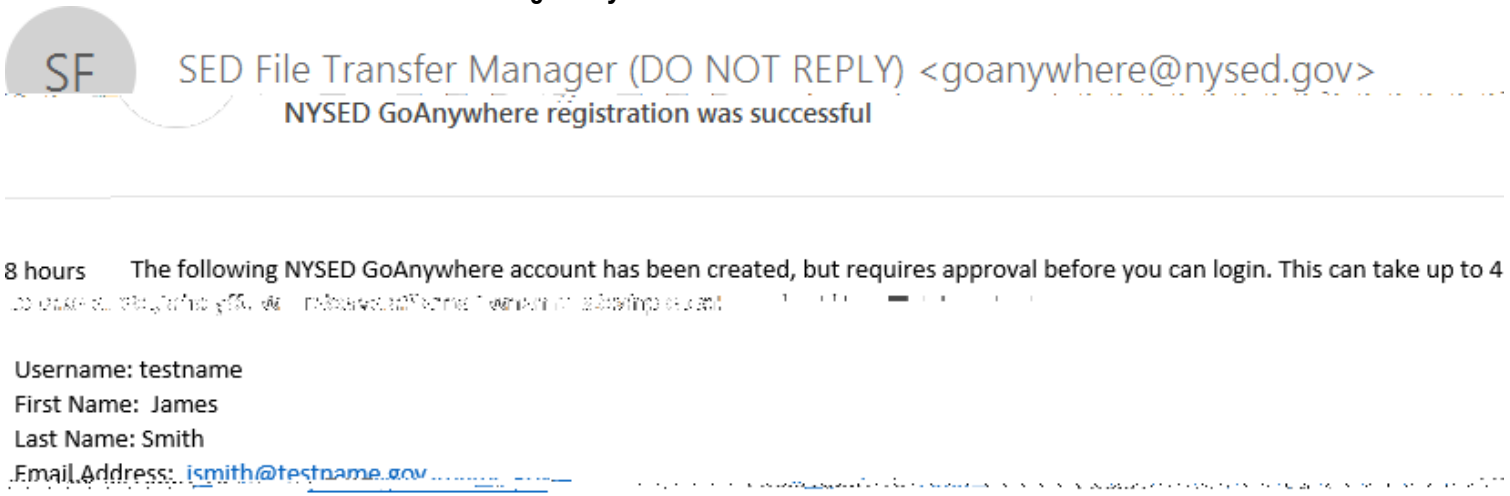
3. **Complete the requested information. Once your details have been entered, click on the "submit" button.**



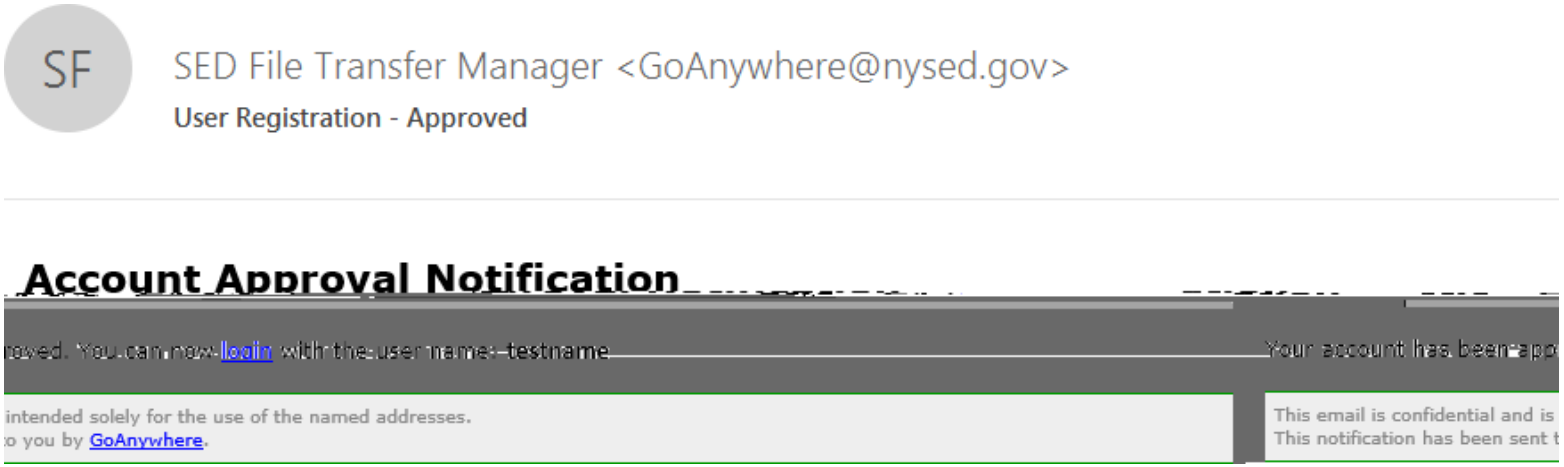
4. **You will be directed to the login screen where you will be able to access to your account dashboard once the registration is complete. This page will provide a prompt, indicating that a notification will be sent to your email address for approval.**



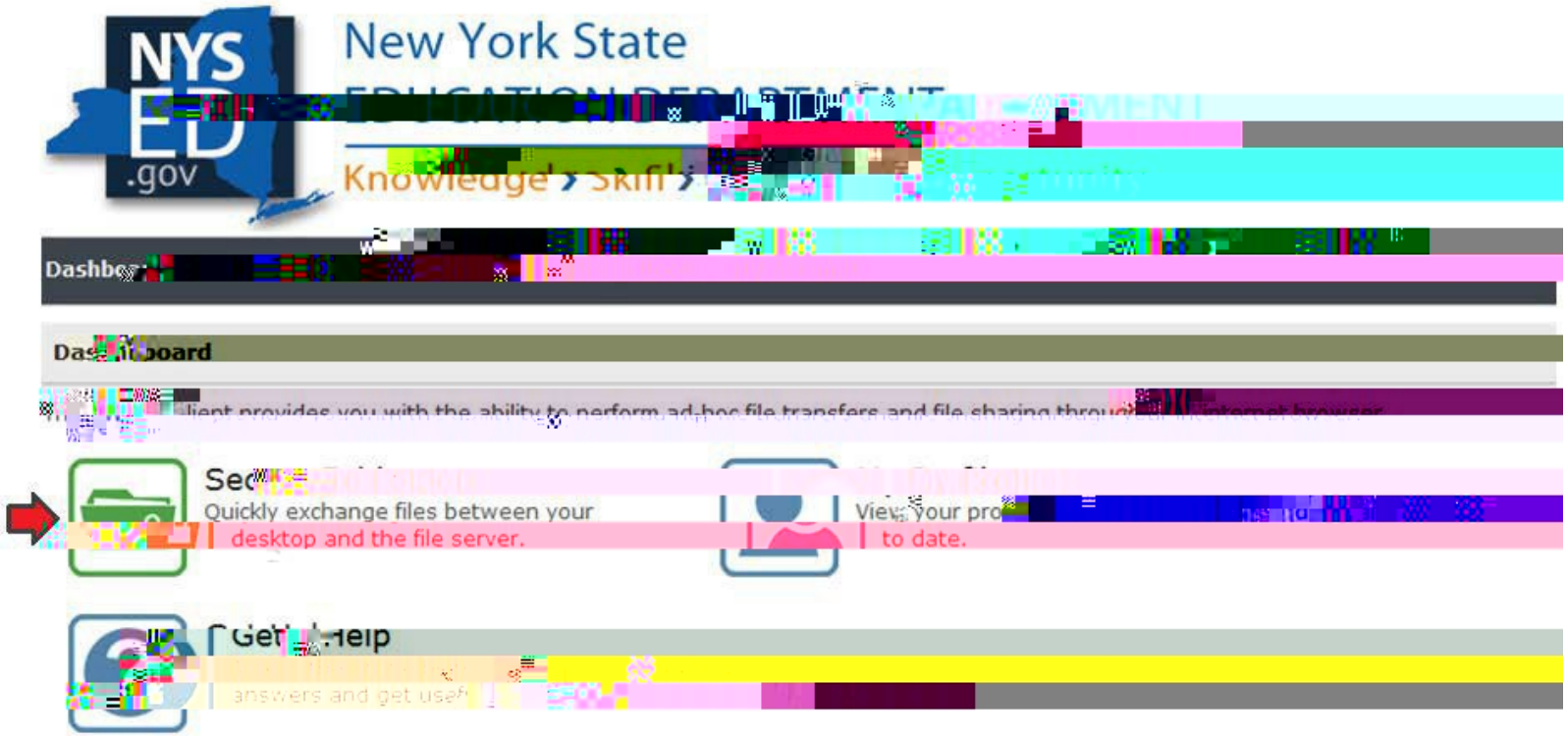
5. **You should receive the email indicating that your account will take effect within 48 hours.**



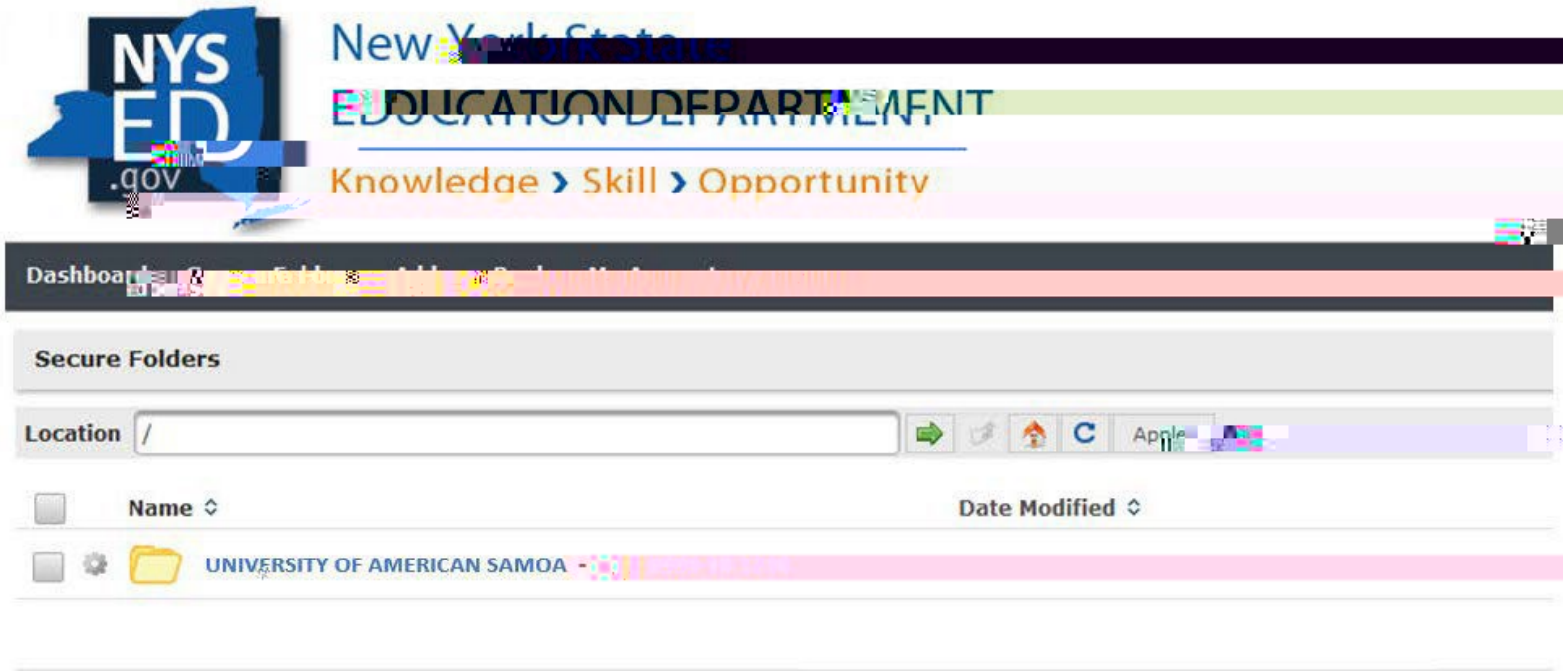
6. **Subsequently, your Account Approval Notification will arrive. Once the confirmation email is received, you may log into your account.**



7. **Once you are logged into your account (see: Point 4), you will be taken to your account Dashboard. From the Dashboard, select "Secure Folders."**



8. **Once you have selected the Secure Folders directory, click on the folder indicating your name/program.**



9. **Once inside, you will be able to upload your document(s) by your**

10. Once clicked, you will be able to select and upload the document from your files.