

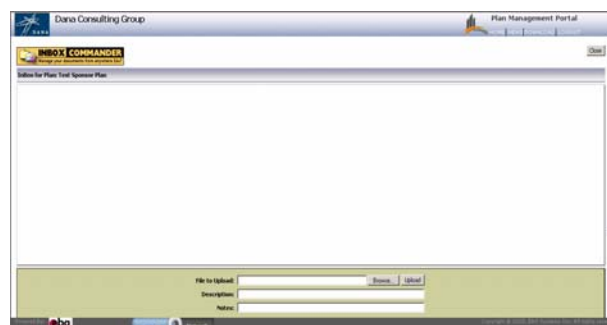
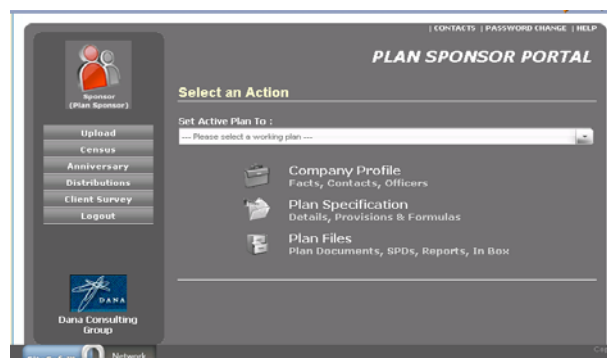
OVERVIEW

This procedure describes how to securely upload files from your computer to the DCG Portal. You will need basic Windows browsing skills to upload files.

Do not upload Census Files through the Upload menu option. Census Files must be uploaded through the Census menu option.

PROCEDURE

1. From the Dana Consulting Group website, [www.danaconsulting.com](http://www.danaconsulting.com), click the **DCG Portal** menu option on the left.
2. Enter your Login and Password.
  - a. Your Login is your e-mail address.
  - b. Your Password was issued to you when you were given access to the Portal.
3. Select your plan from the **Set Active Plan To:** drop down menu.
4. Click **Upload** from the vertical menu on the left side of the screen.
5. Within the Inbox Commander window:
  - a. Click **Browse** to locate the file you wish to upload.
  - b. Enter a Description or Note (recommended).
  - c. Click **Upload**. The file will be securely uploaded to your plan's In Box.
6. Send an e-mail notifying your DCG plan consultant that a file has been uploaded.



If you have any questions about uploading a file, please contact your DCG plan consultant.