


Application Submission Guidelines

Step 1: Request a password from CDFA when you are ready for submission.

Step 2: Go to [CDFA Web Server Upload site](#)

Step 3: Log-in to the website



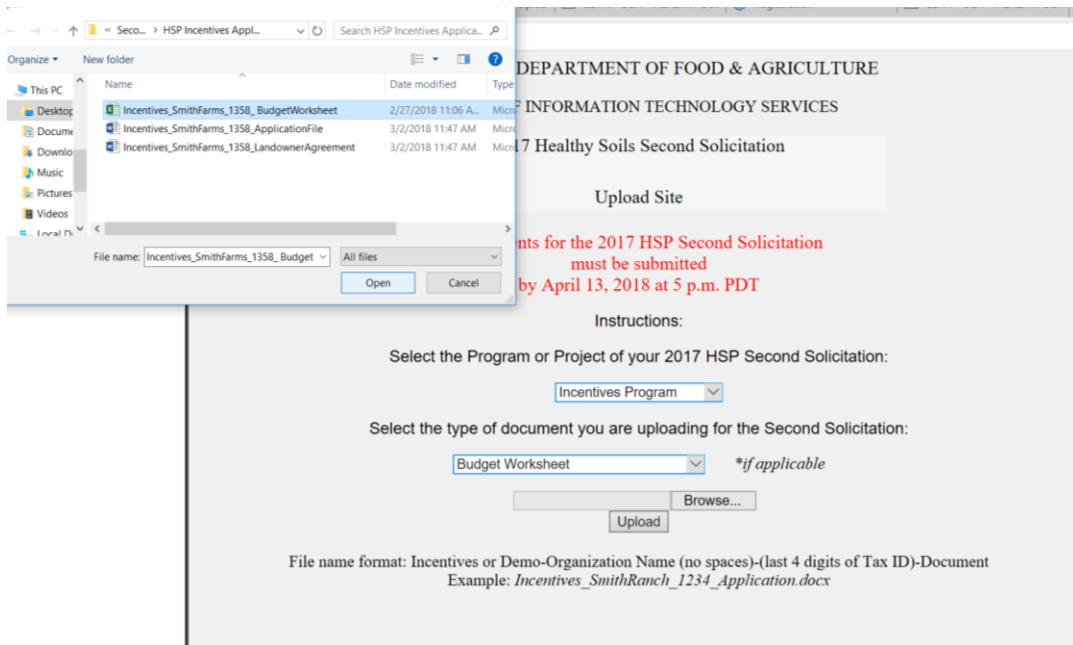
The screenshot shows the CDFA logo at the top, followed by the text "2017 Healthy Soils Second Solicitation Upload Site". A red banner states: "Documents for the 2017 HSP Second Solicitation must be submitted by April 13, 2018 at 5 p.m. PDT". Below this, there is a paragraph of text explaining the login process and a "Submit" button next to a password input field.

Step 4: Select the Program or Project you are applying for



The screenshot shows the CDFA logo and the text "CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE OFFICE OF INFORMATION TECHNOLOGY SERVICES". Below this, it says "2017 Healthy Soils Second Solicitation Upload Site". A red banner repeats the deadline: "Documents for the 2017 HSP Second Solicitation must be submitted by April 13, 2018 at 5 p.m. PDT". The "Instructions:" section includes a dropdown menu for "Project of your 2017 HSP Second Solicitation:" with options "-- Select --", "Incentives Program", and "Demonstration Projects". Below that is a dropdown for "Select the type of document you are uploading for the Second Solicitation:" with the option "Coversheet and Application Checklist" and the note "*if applicable". There is a "Browse..." button and an "Upload" button. At the bottom, it provides the "File name format: Incentives or Demo-Organization Name (no spaces)-(last 4 digits of Tax ID)-Document" and an example: "Example: Incentives_SmithRanch_1234_Application.docx".

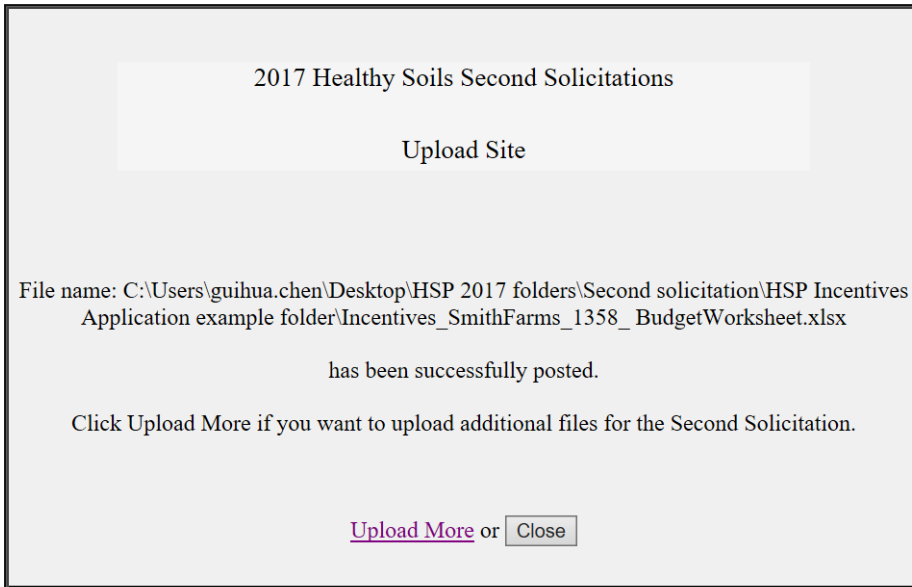
Step 5: Browse your computer, select the correct file that matches the name indicated in the website window, click “Open”.



Step 6: Click “Upload” to upload your file.



Step 7: Double Check the uploaded file name, and mark it on your [Cover Sheet and Checklist](#) as uploaded. You will have 30 minutes before you upload the next file.



Step 9: Repeat Step 5, 6 and 7 to upload all other files one by one.

Step 10: After all files are uploaded, sign and date on the [Cover Sheet and Checklist](#).

Step 11: Upload the signed and dated [Cover Sheet and Checklist](#) last.

Step 12: Click “Close” as your all application documents are uploaded.

Important Notes:

- 1. CDFA will record date/time when the [Cover Sheet and Checklist](#) is submitted as the time for your complete application received.**
- 2. In case you need to remove an uploaded file in your submission before you complete, contact the program staff for help.**
- 3. All application documents must be submitted as a single submission, which include uploading of multiple document files.**