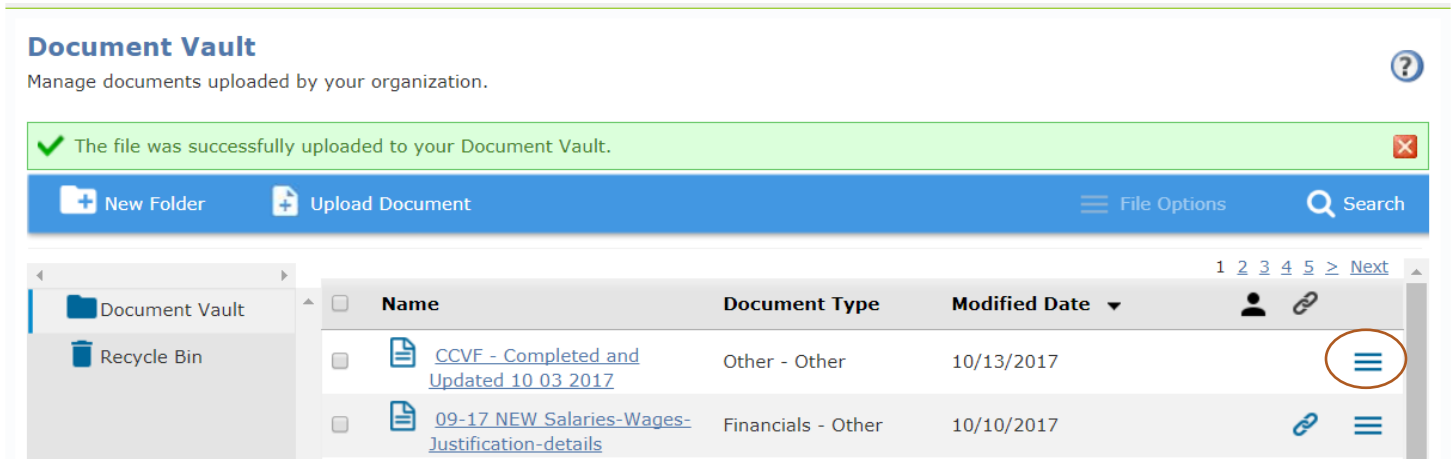
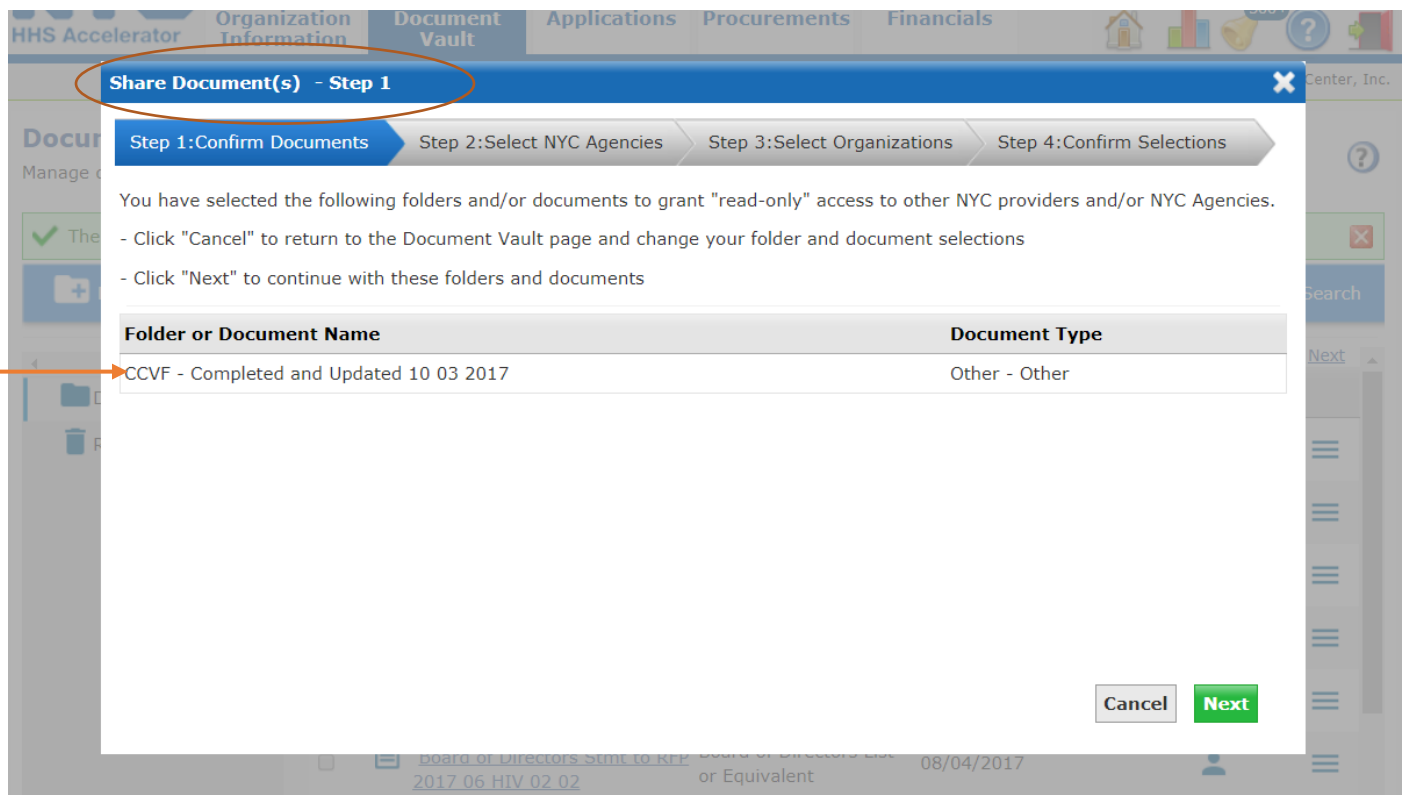


Sharing Documents to Public Health Solutions in the Document Vault

Generally, sharing files begins in the "Document Vault", where you upload documents such as Financial Statements, Certificate of Insurance, etc. Once you upload a document(s) to the Document Vault, you are able to share them. These instructions demonstrate how to share documents with Public Health Solutions (PHS).



After opening the Document Vault, you will see on the right side the three bars - click on this and you will see an option to "share" documents.



The window above opens, and you'll see "**Share Documents - Step 1**". In this example, the organization is sharing the Contract Contact Verification Form (CCVF).

Next, you will see this pop up window, **Share Document(s) Step 2**, asking if you want to share with "All NYC Agencies" - ***Do nothing on this page except click on "NEXT" - lower right hand corner***

The window **Step 3: Select Organizations** pops up. In the cell you then type in "Public Health Solutions"

Continuing on STEP 3, Once "Public Health Solutions" is typed in, click on "Add Provider"

The file was successfully uploaded to your Document Vault.

Share Document(s) - Step 3

Step 1: Confirm Documents Step 2: Select NYC Agencies **Step 3: Select Organizations** Step 4: Confirm Selections

If you would like to grant Provider access to your documents, you can use the search below to find them by their Organization Legal Name (enter in at least 3 characters) and click the "Add Provider" button. Once complete, click the "Next" button.

If you do not want to grant Provider access to your documents, click the "Next" button now.

Public Health Solutions **+ Add Provider**

Granting access to the following:

Cancel Back Next

[Justification-details](#)

Continuing in STEP 3, Public Health Solutions will then be added - see below.
Select "Next" in the lower right hand corner

The file was successfully uploaded to your Document Vault.

Share Document(s) - Step 3

Step 1: Confirm Documents Step 2: Select NYC Agencies **Step 3: Select Organizations** Step 4: Confirm Selections

If you would like to grant Provider access to your documents, you can use the search below to find them by their Organization Legal Name (enter in at least 3 characters) and click the "Add Provider" button. Once complete, click the "Next" button.

If you do not want to grant Provider access to your documents, click the "Next" button now.

+ Add Provider

Granting access to the following:

Public Health Solutions [Remove](#)

Cancel Back **Next**

[Justification-details](#)

You will now be in **STEP 4: Confirm Selections**. The window will look like the following below. Select “Finish”.

The file was successfully uploaded to your Document Vault.

Share Document(s) - Step 4

Step 1: Confirm Documents Step 2: Select NYC Agencies Step 3: Select Organizations **Step 4: Confirm Selections**

Please confirm that **ALL** the Providers and/or NYC Agencies listed below will be granted access to **ALL** the following documents. Click the "Back" button to change your selections or the "Finish" button to grant access.

I grant the following Providers/NYC Agencies access to the following documents:

Provider/NYC Agency Name	Document Name	Document Type
Public Health Solutions	CCVF - Completed and Updated 10 03 2017	Other - Other

Cancel Back **Finish**

[Narrative Justifications FY18](#) Cost Allocation Plan 06/14/2017

You are then returned to the page below and will see ***"Public Health Solutions has been granted access to the selected documents"***.

Document Vault

Manage documents uploaded by your organization.

✓ Public Health Solutions has been granted access to the selected documents

New Folder Upload Document File Options Search

Name	Document Type	Modified Date
01-2017 Salaries-and-Wages-Justification-details	Financials - Other	02/13/2017