

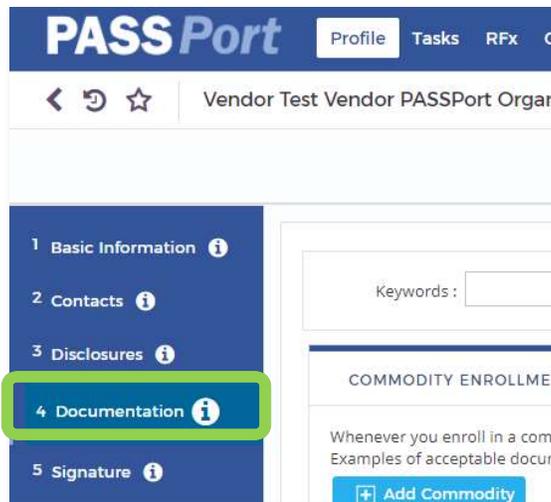
## Adding Documents in PASSPort

This document serves as a quick reference guide for vendor users with who will be uploading documents to their vendor record in PASSPort. Need help? Please email the **MOCS Service Desk**.

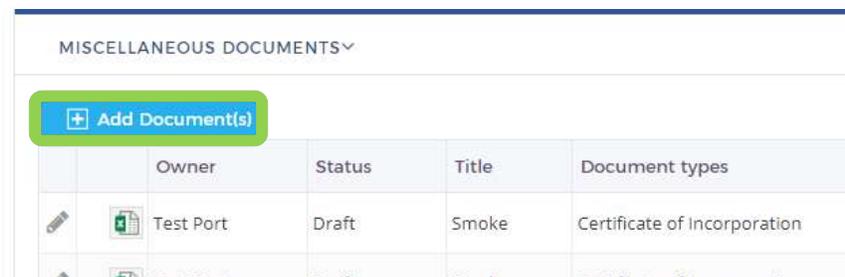
1. Log into **PASSPort** and click on **Profile** and then select **Vendor Profile** from the dropdown.



2. Click on the **Documentation** tab.



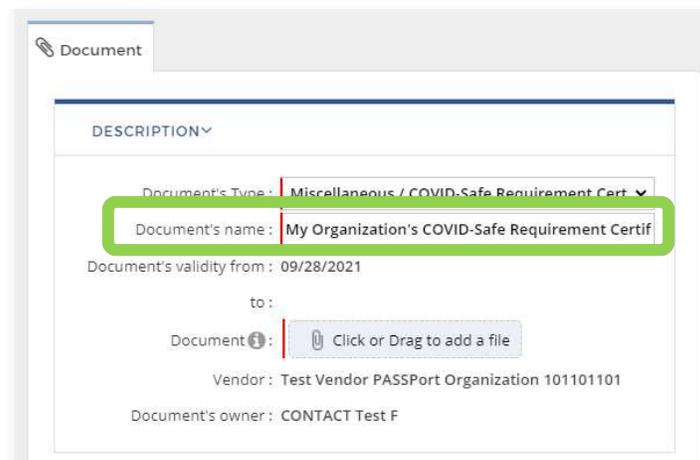
3. In the Miscellaneous Documents section, click the **+Add Document(s)** button. An **Edit Document** popup will appear.



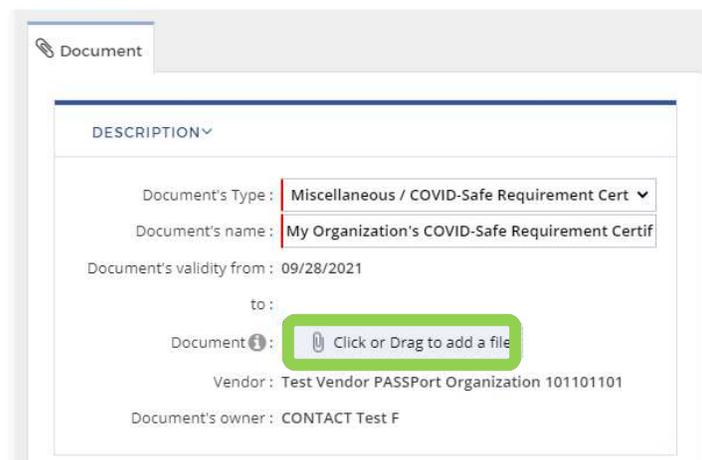
4. An **Edit Document** popup will appear. Select the appropriate Document's Type category from the drop-down menu. For example: **Miscellaneous / Mask / Vaccination Certification for Contractors** or **Miscellaneous / COVID Safe Requirement Certification** or **Miscellaneous / Vendor Vaccine and Face Covering Policies**.  
Note: each document will need to be uploaded separately.



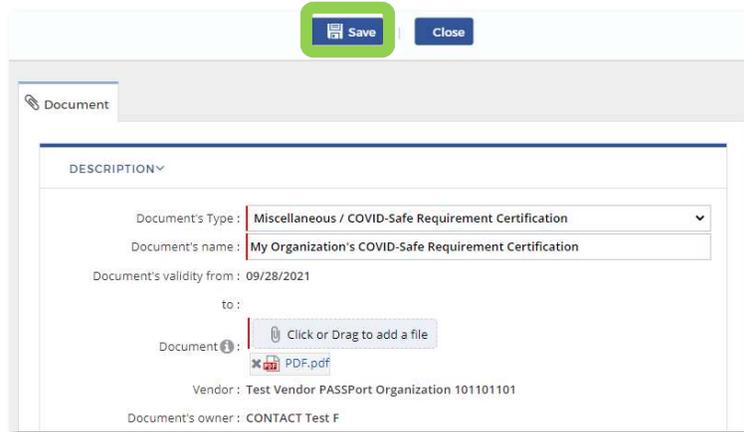
5. Give the document a name in the **Document's Name** field.



6. Click the **“Click or Drag to add a file”** gray field to browse and select a document(s) to upload.



7. Once the document has been uploaded, it will appear below the grey **Click or Drag to add a file** field confirming selection. Click on the **“Save”** button.

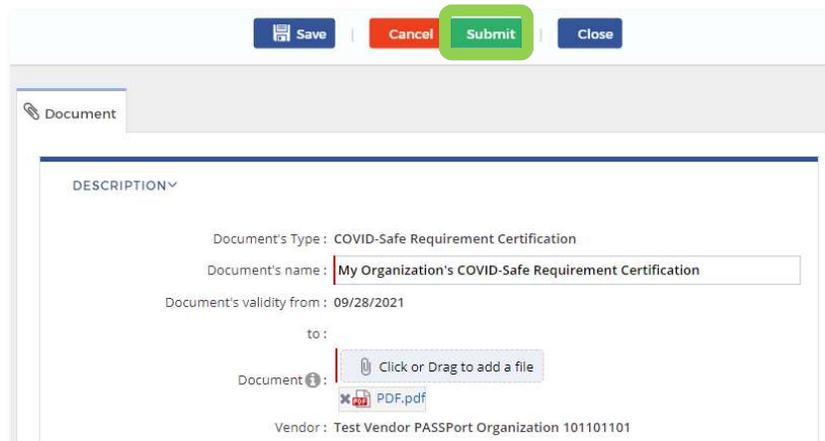


The screenshot shows a web form titled "Document" with a "DESCRIPTION" section. The form contains the following fields and values:

- Document's Type: Miscellaneous / COVID-Safe Requirement Certification
- Document's name: My Organization's COVID-Safe Requirement Certification
- Document's validity from: 09/28/2021
- to:
- Document: Click or Drag to add a file (with a PDF.pdf file icon below it)
- Vendor: Test Vendor PASSPort Organization 101101101
- Document's owner: CONTACT Test F

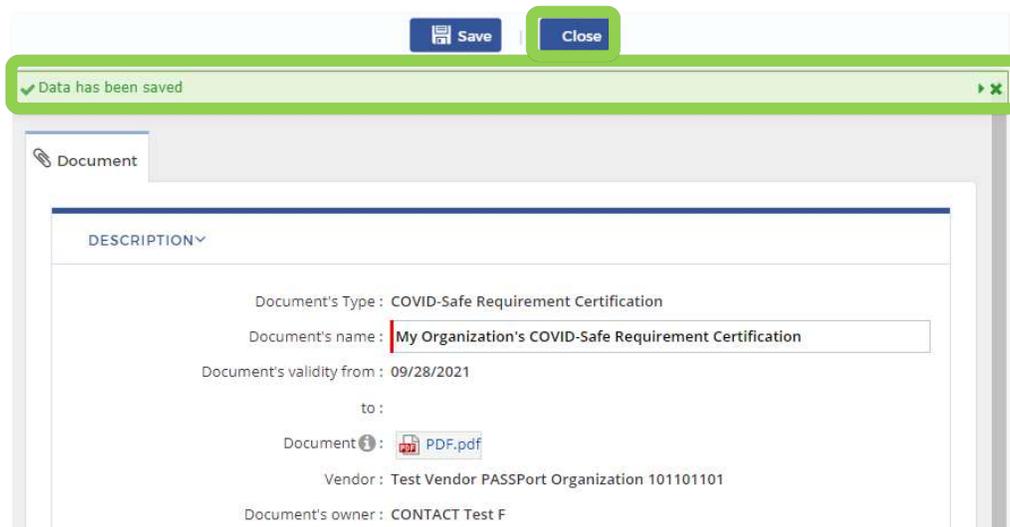
At the top of the form, there are two buttons: "Save" (highlighted with a green box) and "Close".

8. Once saved, click **“Submit”** to submit the document.



The screenshot shows the same web form as in the previous step, but now the "Submit" button is highlighted with a green box. The form fields and values are the same as in the previous step.

9. You will see a **Data has been saved green message**. Click the **“Close”** button to return to the Documentation page.



The screenshot shows the same web form as in the previous steps, but now a green message bar at the top of the form reads "Data has been saved". The "Close" button is highlighted with a green box. The form fields and values are the same as in the previous steps.

10. The newly uploaded document will be available in the **Miscellaneous Documents** section. You will note the document status updates from "Draft" to "Accepted" upon clicking the "Submit" button. Only "Accepted" status documents can be viewed and downloaded by City Agencies. Please be sure to verify that the document status reads "Accepted." Repeat these steps to upload additional documents.

MISCELLANEOUS DOCUMENTS					
<a href="#">+ Add Document(s)</a>					
		Owner	Status	Title	Document types
		Test F Contact	Accepted	My Organization's COVID-Safe Requirement Certification	COVID-Safe Requirement Certification
		Test Port	Draft	Smoke	Certificate of Incorporation
		Test Port	Draft	Smoke	Certificate of Incorporation
		Test Port	Draft	Smoke	Certificate of Incorporation
		Test Port	Draft	Smoke	Certificate of Incorporation