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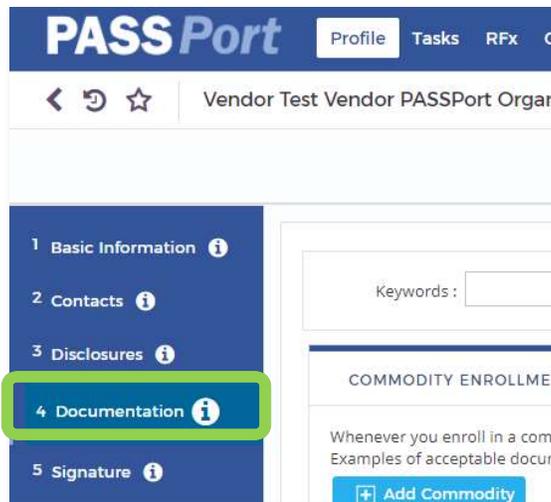
3. In the Miscellaneous Documents section, click the **+Add Document(s)** button. An **Edit Document** popup will appear.
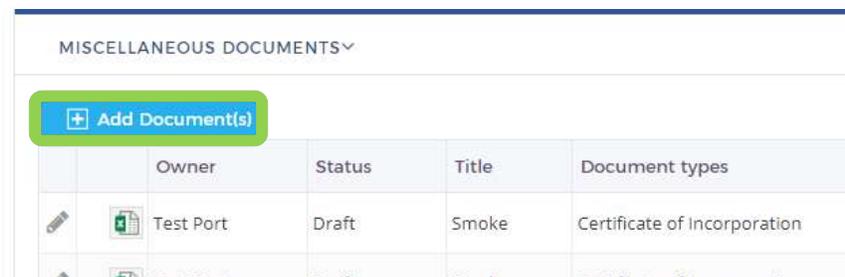
4. An **Edit Document** popup will appear. Select the appropriate Document's Type category from the drop-down menu. For example: **Miscellaneous / Mask / Vaccination Certification for Contractors** or **Miscellaneous / COVID Safe Requirement Certification** or **Miscellaneous / Vendor Vaccine and Face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

5. Give the document a name in the **Document's Name** field.
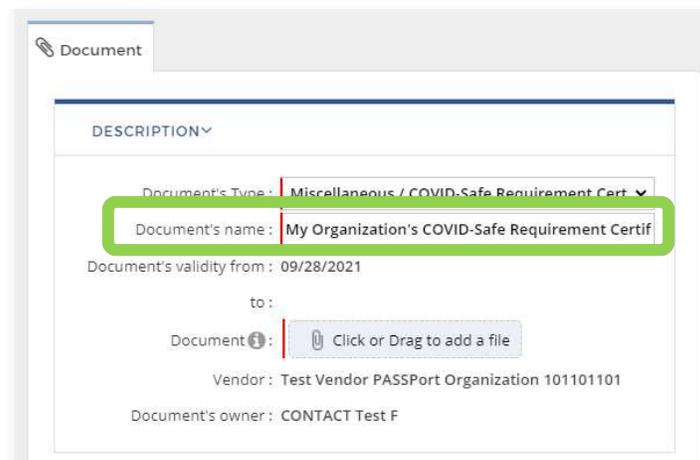
6. Click the "**Click or Drag to add a file**" gray field to browse and select a document(s) to upload.
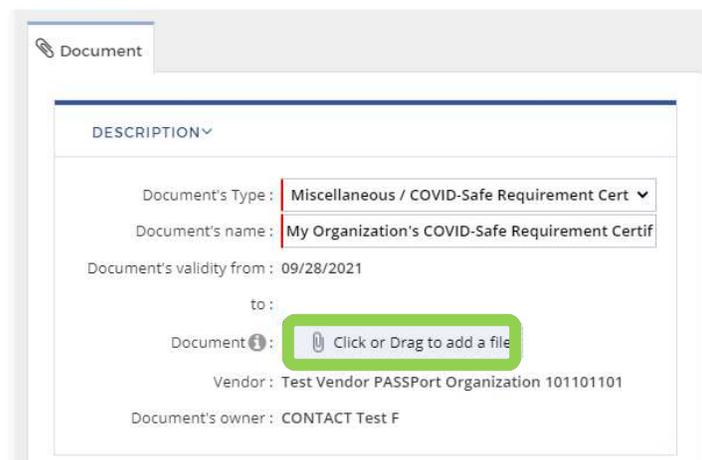
7. Once the document has been uploaded, it will appear <u>below</u> they grey **Click or Drag to add a file** field confirming selection. Click on the "**Save**" button.

8. Once saved, click "**Submit**" to submit the document.
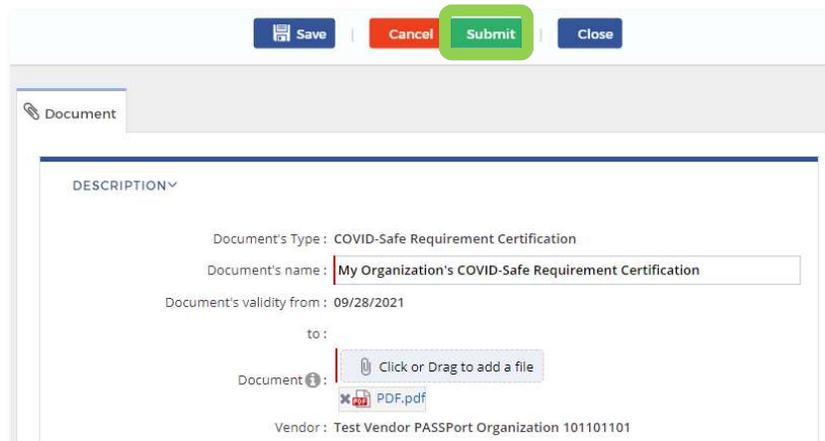
9. You will see a *Data has been saved green message*. Click the "**Close**" button to return to return to the Documentation page.
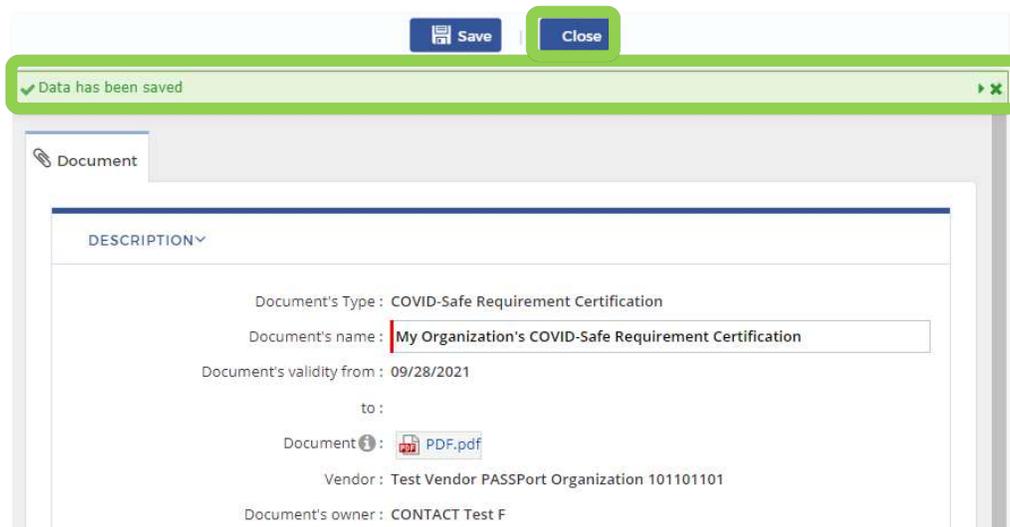
10. The newly uploaded document will be available in the **Miscellaneous Documents** section. You will note the document status updates from "Draft" to "Accepted" upon clicking the "Submit" button. Only "Accepted" status documents can be viewed and downloaded by City Agencies. Please be sure to verify that the document status reads "Accepted." Repeat these steps to upload additional documents.