

## Upload Files Application Instructions

April 22, 2022

For the best user experience, we encourage you to use **Google Chrome** to access the Upload Files application.

### For assistance, or if your file size is larger than 3 gigabytes:

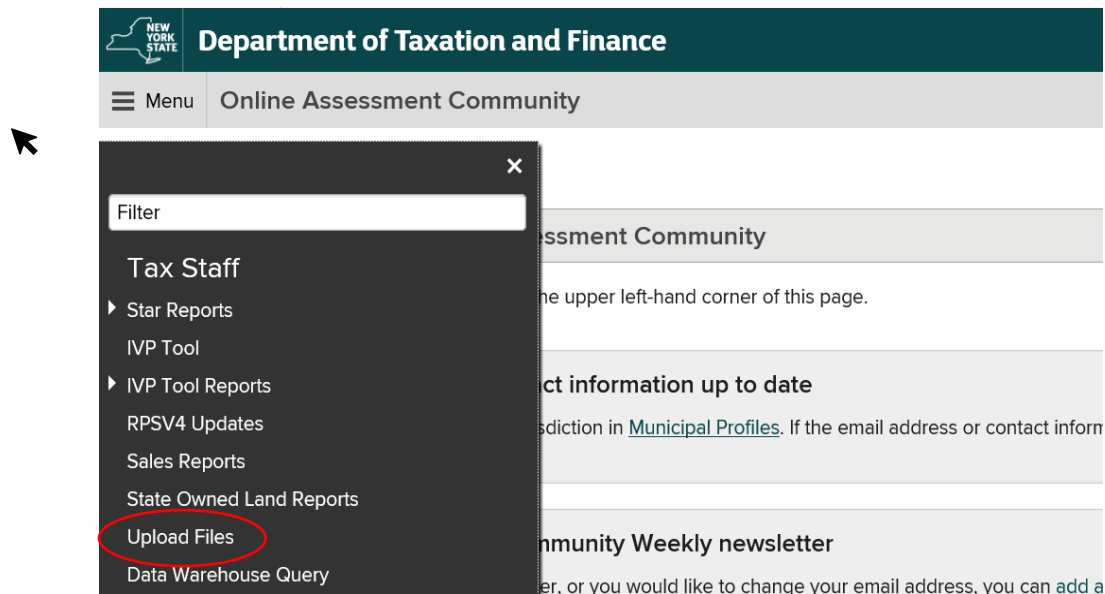
- contact your [ORPTS Customer Service Team](#), or
- email the [ORPTS Data Management Unit](#).

1. Before you begin, name the file you intend to upload with the municipal or school code followed by the type of file. For example:

- 010100TentRoll.zip
- 010100FinalRoll.db
- 411500SchoolRoll.log
- 010100MiscTaxDoc.zip

Compressing your files prior to upload will allow for faster upload experience.

2. After logging into the Online Assessment Community and agreeing to the security contract, select *Upload Files* in the menu.





3. From the Upload Files landing page, choose the appropriate file type from the drop-down list.

File type: \* **Select one**  
**Tentative assessment roll**  
Final assessment roll  
School tax roll  
Miscellaneous

Muni Code: \*   ?

Roll year: \*

File name: \*

### Uploading a tentative or final assessment roll

a. use the dropdown menus to select the municipal code and roll year of your file.

Documents

File type: \*  Tentative assessment roll

Muni Code: \*  Select one  ?

Roll year: \*  Select one

File name: \*

b. After you have chosen the appropriate information, select *Browse* to locate your file

Documents

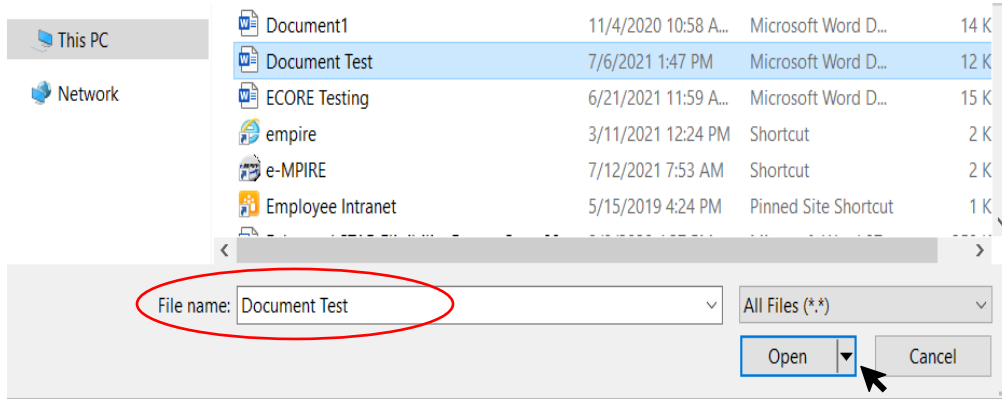
File type: \*  Tentative assessment roll

Muni Code: \*  010000 Albany  ?

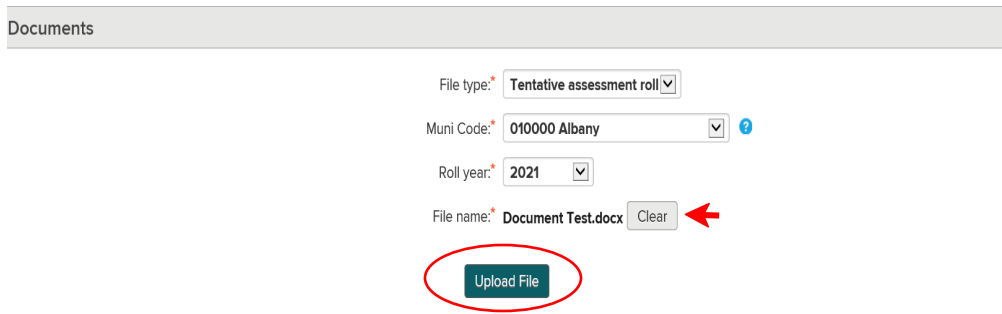
Roll year: \*  2021

File name: \*

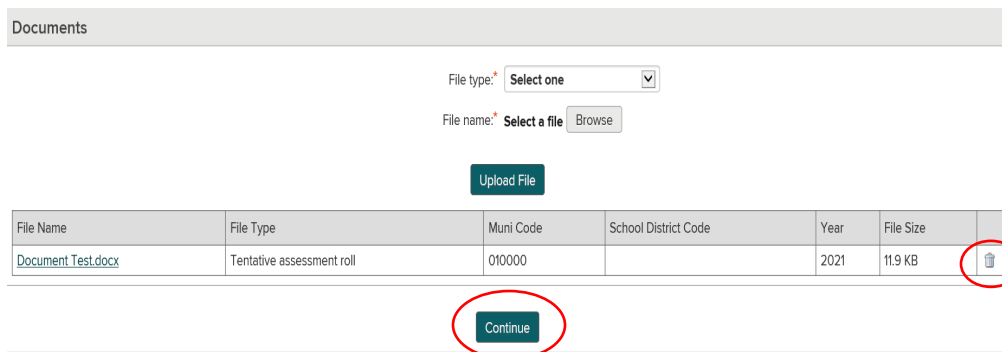
c. Browse to the file that you will upload.



d. The file name will display in the application. If it is the correct file, select *Upload File*. If the file is incorrect, select *Clear* and start over.

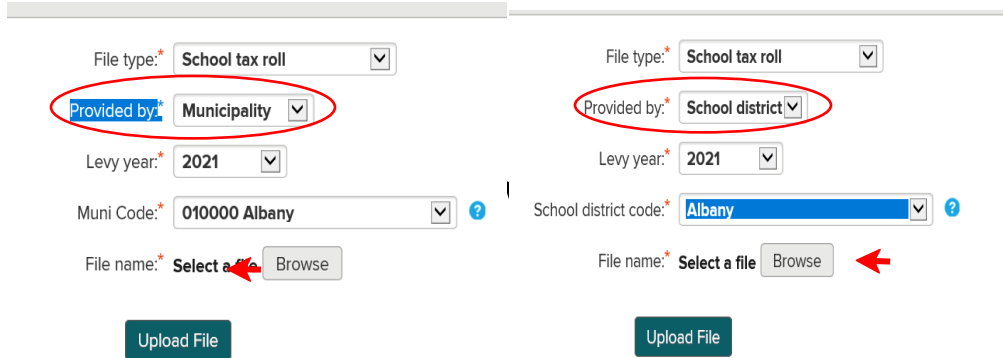


e. When a file is uploaded, it will appear in the table below. When you are finished selecting files, select *Continue* to proceed. To remove a file, select the trash can icon. To upload additional files, repeat the previous steps.



## Uploading a school tax roll

To upload a school tax roll, select *Municipality* or *School District*. Then follow steps *b* through *e* above.



File type:\* School tax roll

Provided by:\* Municipality

Levy year:\* 2021

Muni Code:\* 010000 Albany

File name:\* Select a file Browse

Upload File

File type:\* School tax roll

Provided by:\* School district

Levy year:\* 2021

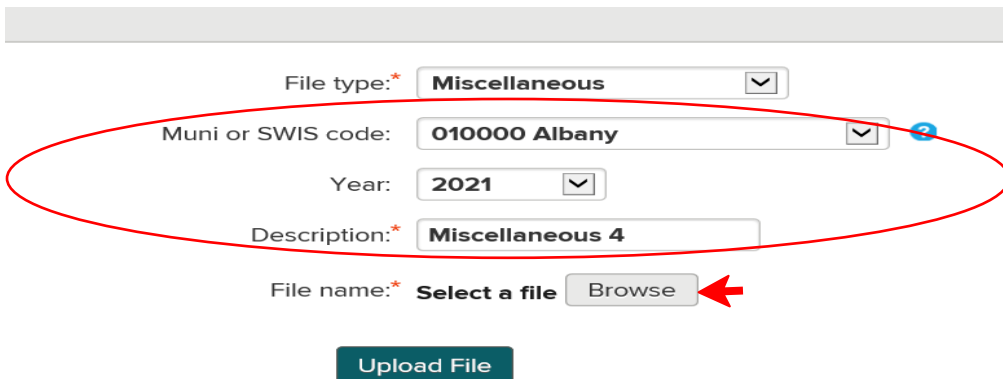
School district code:\* Albany

File name:\* Select a file Browse

Upload File

## Uploading a miscellaneous file type

To provide other types of files, select *Miscellaneous*. You have the option to choose a municipal code, SWIS code, or year. You are required to type in a description of the file. Then follow steps *b* through *e* above.



File type:\* Miscellaneous

Muni or SWIS code: 010000 Albany

Year: 2021

Description:\* Miscellaneous 4

File name:\* Select a file Browse

Upload File



4. After selecting the files to upload, they will appear in the table for review. Select *Continue* if the correct files are displayed.

File Name	File Type	Muni Code	School District Code	Year	File Size	
Document_Test.docx	Tentative assessment roll	010000		2021	11.9 KB	
Document_Test 2.docx	Final assessment roll	010000		2021	11.9 KB	
Document_Test 3.docx	School tax roll	010100		2021	11.9 KB	
Miscellaneous 4.docx	Miscellaneous	010100		2021	11.9 KB	

Upload File

Continue

5. Review the list of files a final time. If there are any changes, select *Edit*. If the list is correct, select *Submit*.

### Review and Verify

Review your list of files. If it's correct select **Submit**.

To add or remove files, select **Edit**. You'll return to the prior page.

**Note:** The upload is not complete until you select **Submit**.

Upload documentation

Uploaded documentation: Document Test.docx  
Document Test 2.docx  
Document Test 3.docx  
Miscellaneous 4.docx

Edit

Submit

6. After submitting, the application will display a confirmation number and the option to print. Retain the confirmation number for your records.

Confirmation number: UPLD2107120010005

Transaction date/time: 07/12/2021 1:55 PM