

Log in to your Growing Futures individual profile. Use the drop-down menu below your name (found at the top right) to access the organization profile.

Organization Profile

#12345
TEST CHILD CARE

DHS License 12345678F
Active

Status Org Details Program Info Classrooms Quality Employees RBPD Events Reports Document Vault

Contact Information

Click Document Vault, then click on the Manage button.

Status Org Details Program Info Classrooms Quality Employees RBPD Events Reports Document Vault

Document Vault Manage

No documents found.

Click the +File button.

Document Vault Return

My Documents +File

Your document vault acts as a virtual filing cabinet to store your program's handbook, policies, and other important files.

No documents have been added.
Click the "+File" button to upload documents.

The following file types are accepted:
doc, docx, xls,xlsx, pdf, rtf, ppt, pptx, zip, jpg, jpeg, jpe, png

Click on +Find files. Choose the file from your computer that you want to upload.

+ Add Documents

Upload Documents

You can upload multiple documents here and assign a document type. Uploading a new document of a type that can only have one document will replace the old document.

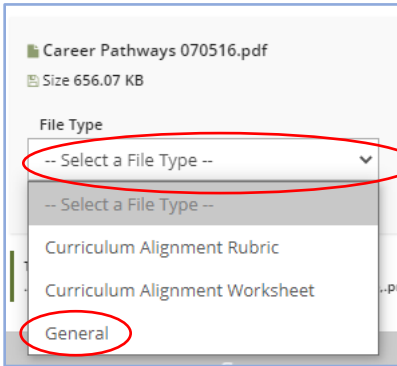
+Find Files

No documents have been added.
Click the "+File" button to upload documents.

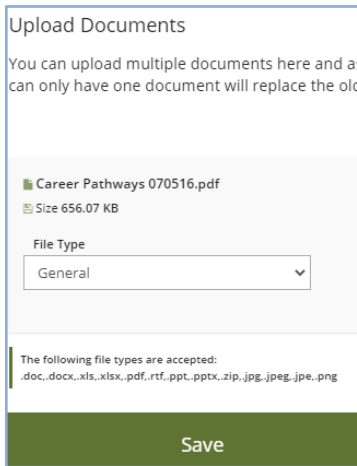
The following file types are accepted:
doc, docx, xls,xlsx, pdf, rtf, ppt, pptx, zip, jpg, jpeg, jpe, png

Save Close

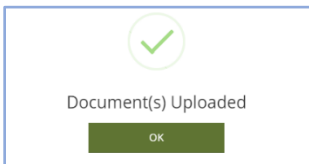
Click v to the right of Select a File Type, then click General.



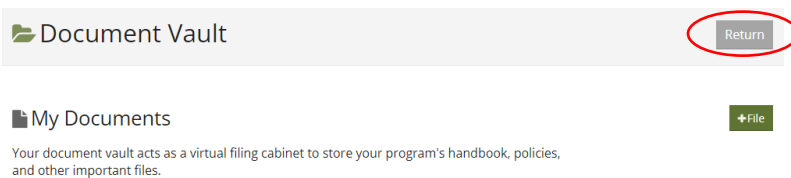
After you click General then click the Green Save button at the bottom.



Your document will be successfully loaded when you see this screen.



Click the Return button to return to your Organization profile.



The list of documents will be displayed here.

