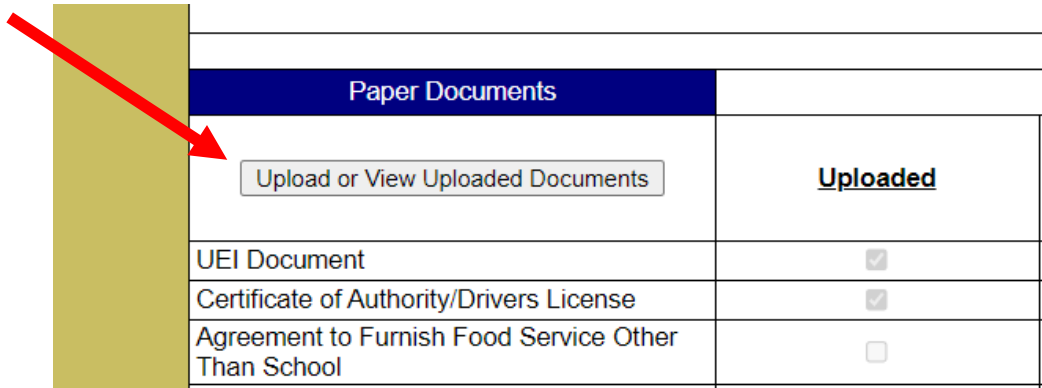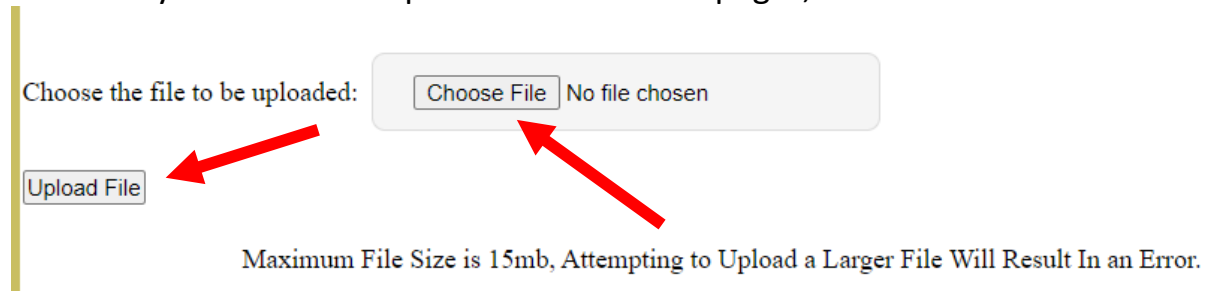# Instructions for uploading documents

#1- Log into your CACFP account.

#2- Go to your Applications (Note: if your FY 2024 application has not yet been inserted, please do that first).
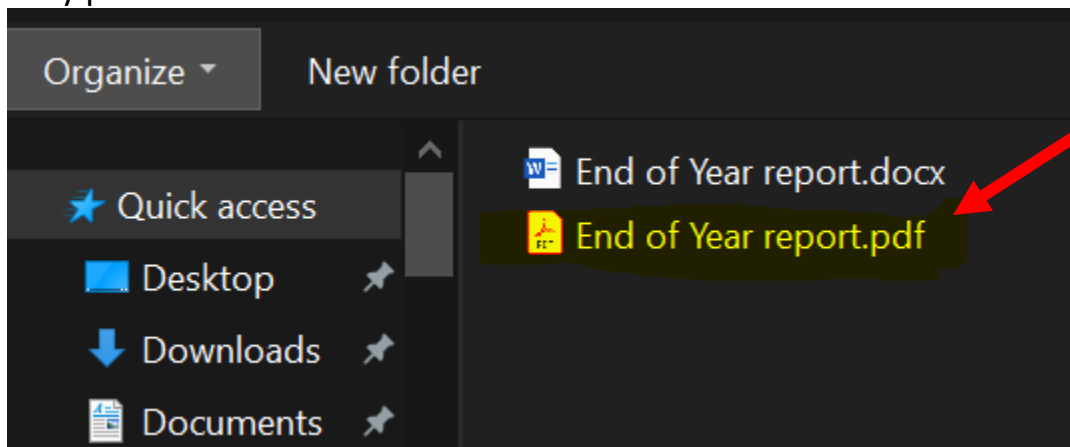
#3- Once you are in your FY 2024 application, click on the "Upload or View Documents" button.

Paper Documents		
Upload or View Uploaded Documents	**Uploaded**	
UEI Document	☑	
Certificate of Authority/Drivers License	☑	
Agreement to Furnish Food Service Other Than School	☐	

#4- Once you are on the uploaded documents pages, click on "Choose File".

Choose the file to be uploaded: Choose File No file chosen

Upload File

Maximum File Size is 15mb, Attempting to Upload a Larger File Will Result In an Error.

#5- A new box should open, and you must navigate to the folder on your computer/device where the file is saved. Select the file you wish to upload, the click on open. Please name your file correctly and save it as a pdf (scanned file). Only pdf files are allowed.

Organize ▾   New folder

Quick access

Desktop

Downloads

Documents

End of Year report.docx

End of Year report.pdf

Instructions for uploading documents

#6- The file you selected should now appear in the upload file area, now click "Upload".

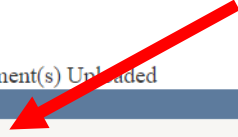Choose the file to be uploaded:　　Choose File　End of Year report.pdf

Upload File

Maximum File Size is 15mb, Attempting to Upload a Larger File Will Result In an Error.

#7- The file should now be uploaded.

Document(s) Uploaded

	Last Updated	File Name	Document Type
Select	8/2/2023 10:47:09 AM	End of Year report.pdf	
Select	10/11/2021 11:27:23 AM		Certificate of Authority\Drivers License
Select	10/11/2021 11:26:58 AM		Certificate of Authority\Drivers License
Select	9/21/2021 10:15:53 AM		f Title XX/Title XIX Contract
Select	3/31/2021 8:14:53 AM	3-9-2022.pdf	DUNS/UEI Document
Select	6/23/2011 5:26:52 PM	Child or Adult Care Center License(s).pdf	Child or Adult Care Center License(s)

#8- Remember to review all of your uploaded documents (by clicking "select" to view) to see if any need updating! Please upload any necessary documents using the same steps above!