# FASAMS Job Aid

Submissions via Portal

To receive access to the FASAMS system, a FASAMS System Administrator must create an account in the system for the new user after all appropriate documentation, training, and certifications have been completely, as stipulated by DCF.

To submit file data to FASAMS via the Portal, you must first log in to the system. Please see the FASAMS Job Aid – *Login Job Aid* to see the log in process.

1. Once you are logged in to the FASAMS system and in the FASAMS Portal, click **Upload** to begin the file upload process.
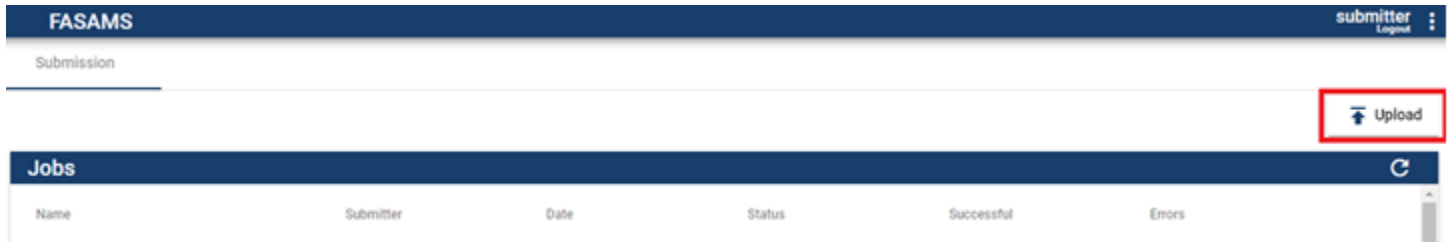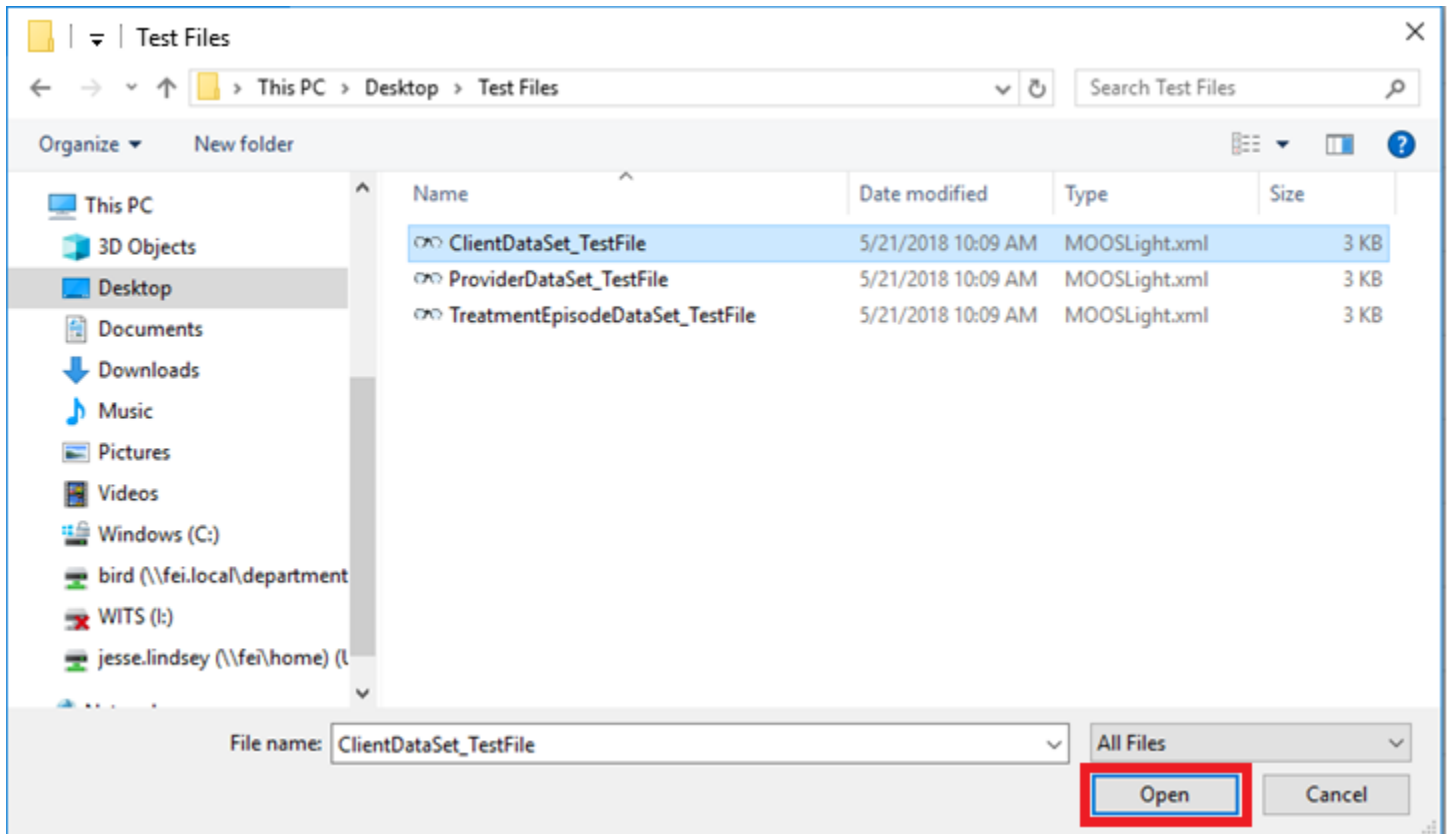

2. From the Upload screen, you can drag and drop files from your computer or click **Select** to browse for your files and upload.
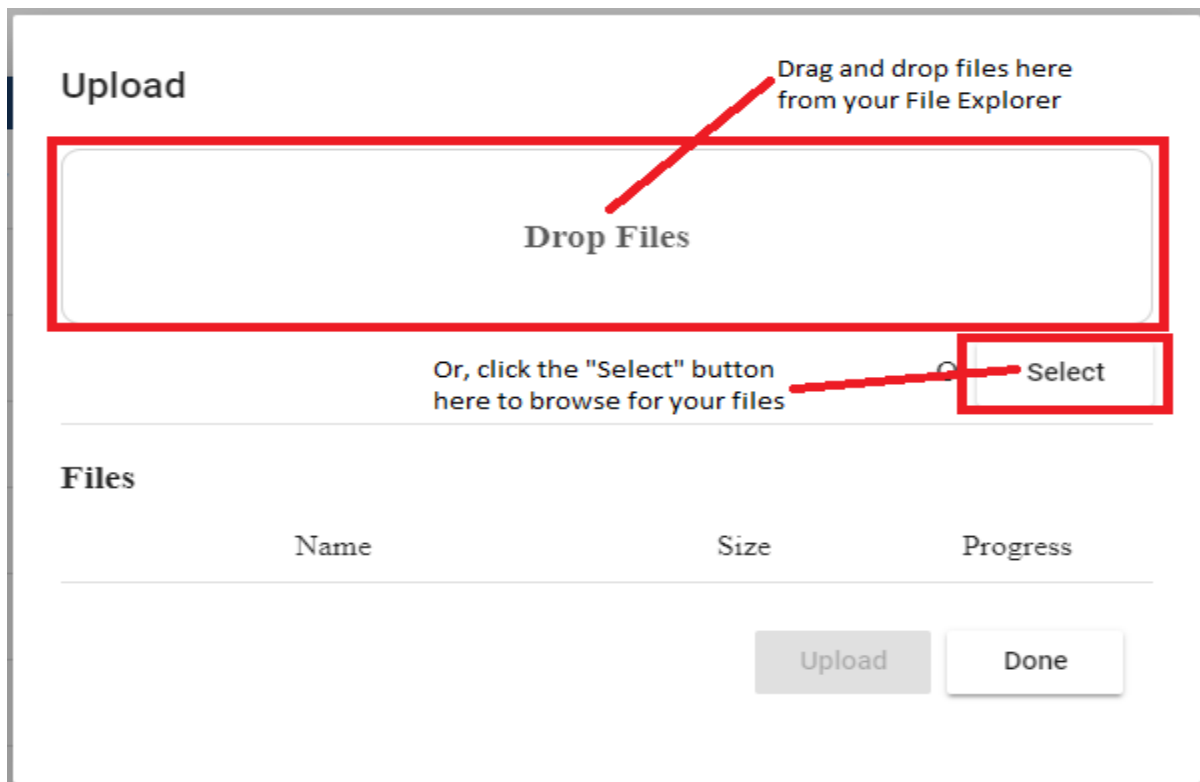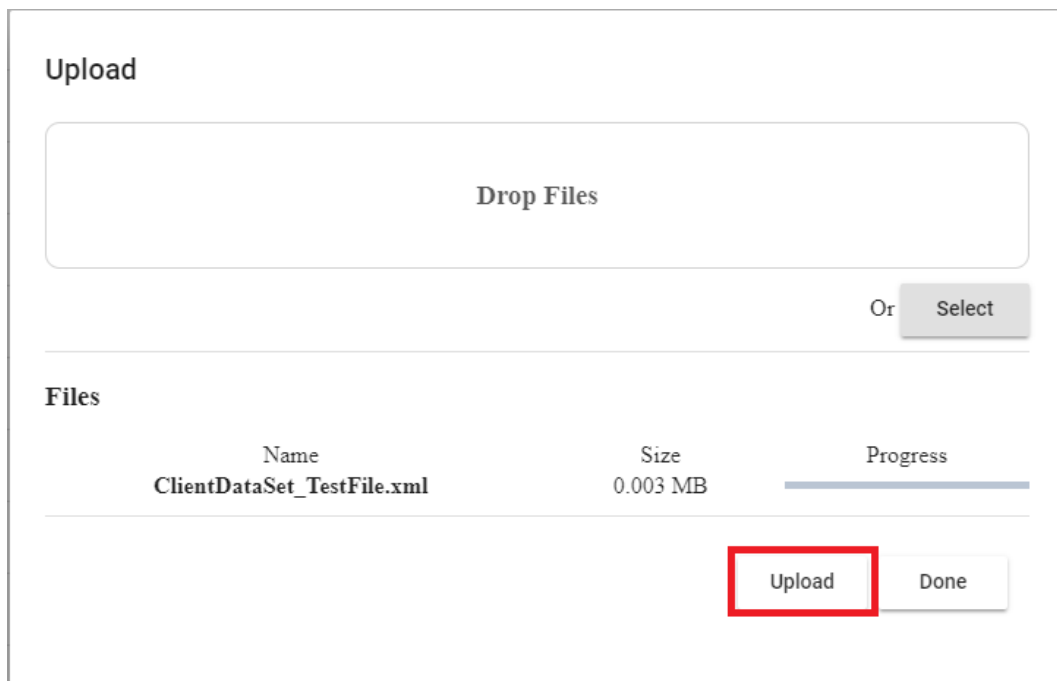
3. Select the file(s) from File Explorer and click **Open** to select.
    Note: Use CTRL + Click to select multiple files for upload.

4. Once you have selected the file to be uploaded, click **Upload** to upload the file and initiate the Job to process the file.

5. Note that the Progress bar indicates the file upload progress.

6. Once you have selected and uploaded all submission files, click **Done** to close the Upload window.
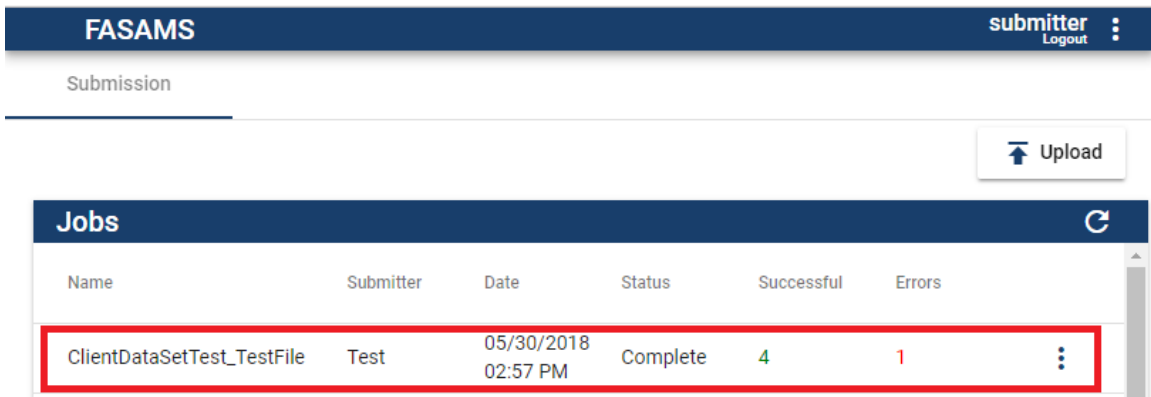
7. Verify that your file Uploaded and a job was created by looking under the **Jobs** panel and confirming your file name is listed.

8. Continue to Select and Upload files as needed to correct any Errors indicated during the Job process
9. After all files are uploaded, check the Error statuses for each file submitted. Job review and errors will be covered in the FASAMS Job Aid - *View Jobs via Portal*.
10. End of *Submissions via Portal* job aid.