

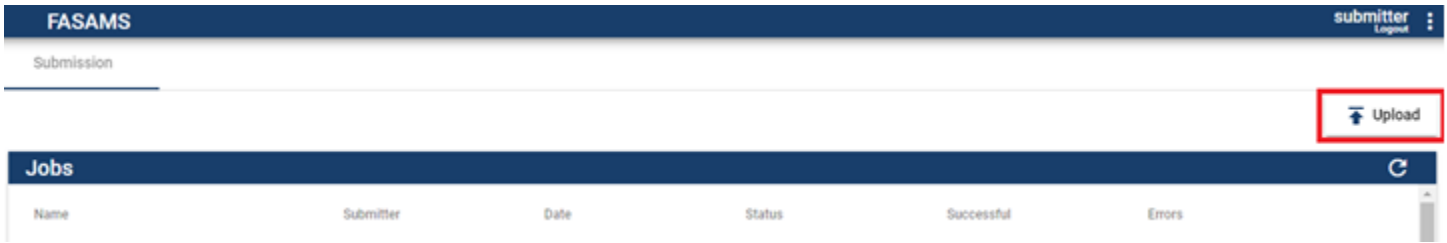
FASAMS Job Aid

Submissions via Portal

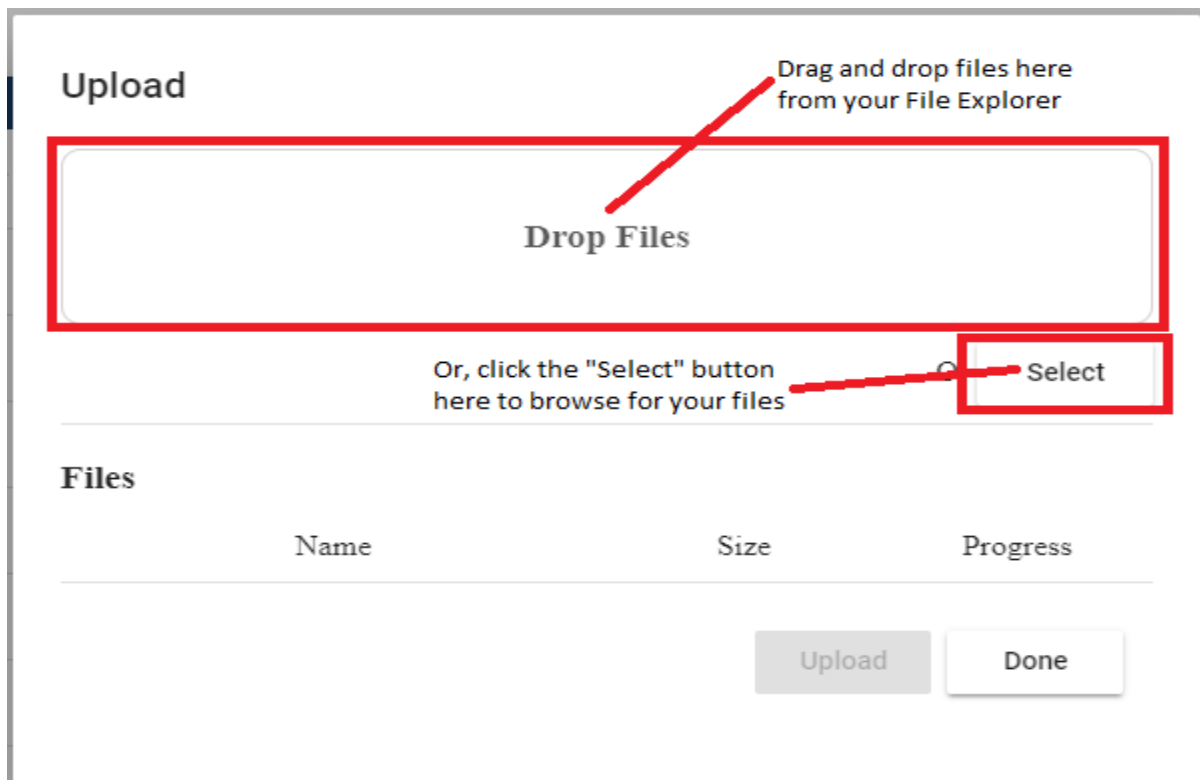
To receive access to the FASAMS system, a FASAMS System Administrator must create an account in the system for the new user after all appropriate documentation, training, and certifications have been completely, as stipulated by DCF.

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.

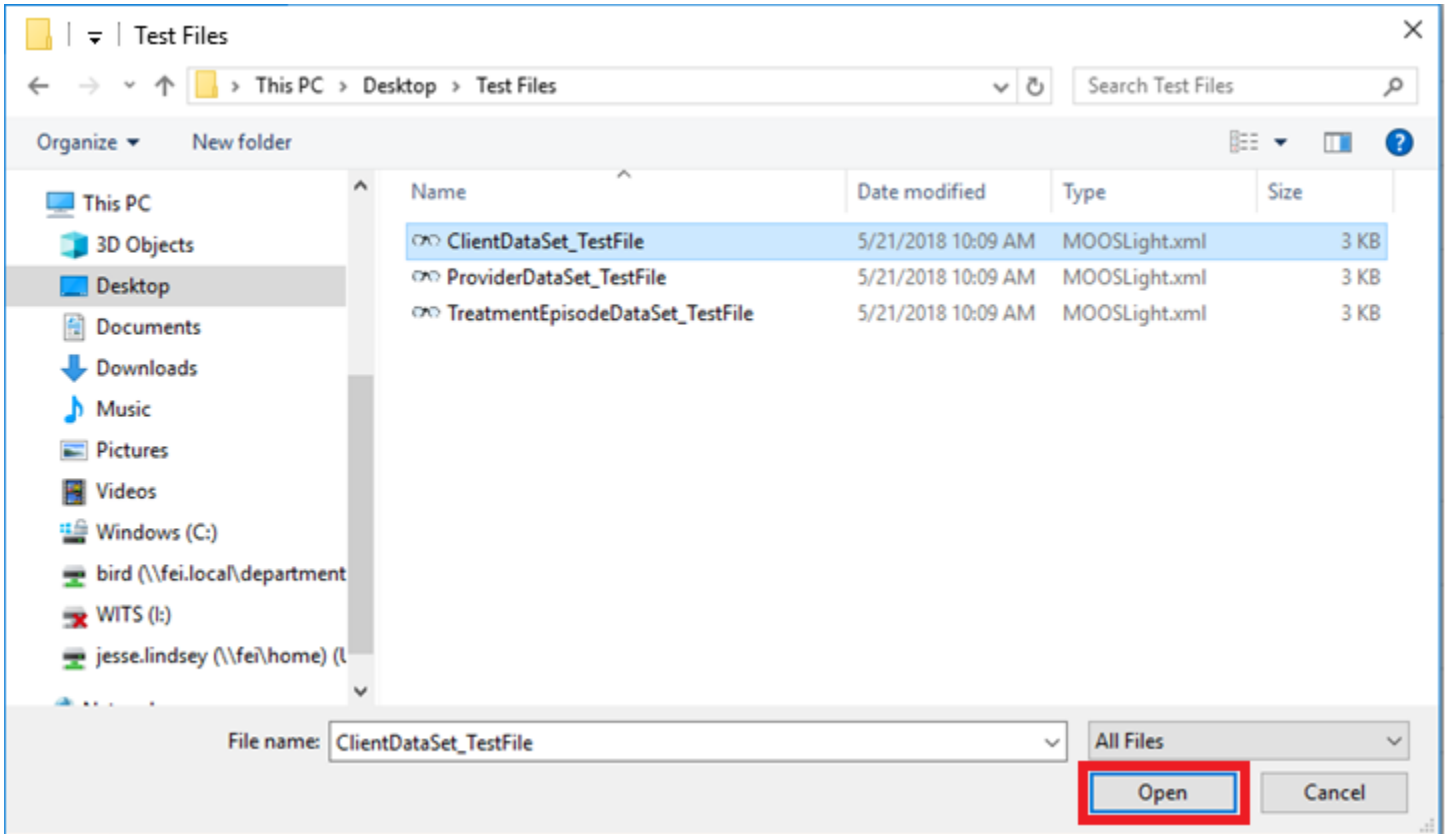
1. Once you are logged in to the FASAMS system and in the FASAMS Portal, click **Upload** to begin the file upload process.



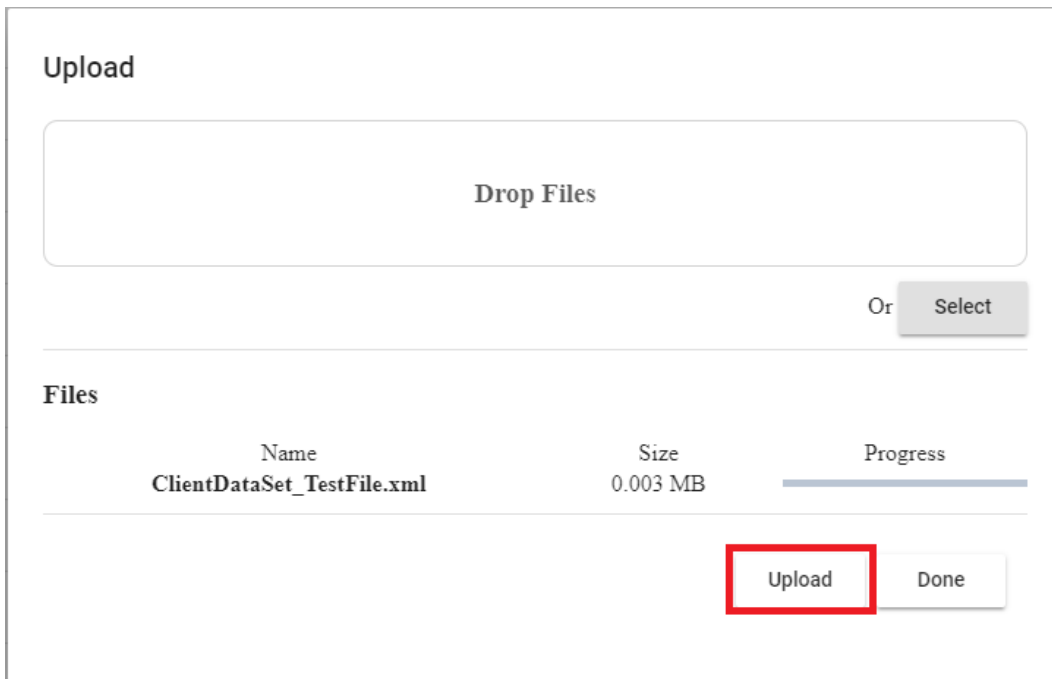
2. From the Upload screen, you can drag and drop files from your computer or click **Select** to browse for your files and upload.



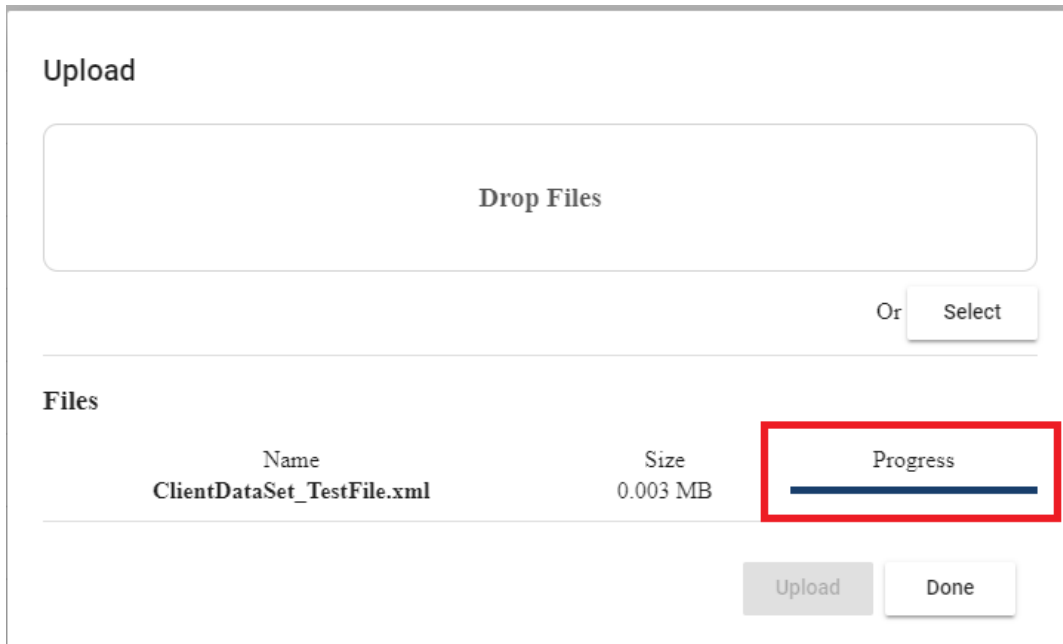
3. Select the file(s) from File Explorer and click **Open** to select.
Note: Use CTRL + Click to select multiple files for upload.



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.

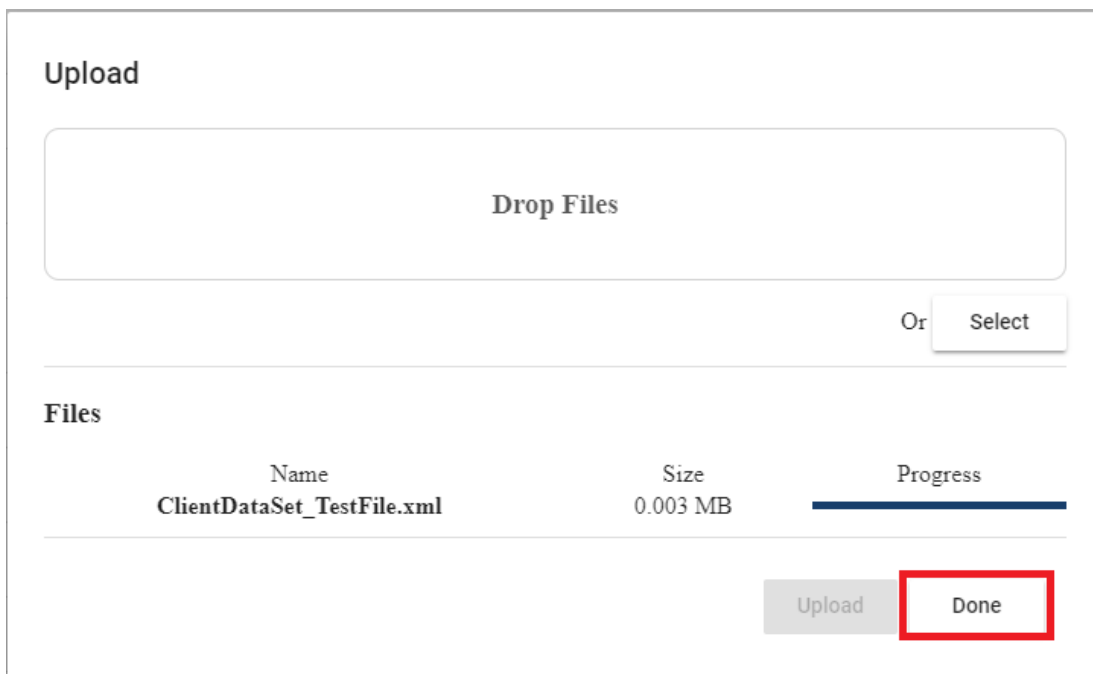


The screenshot shows an 'Upload' window. At the top, there is a 'Drop Files' area. Below it, there is a 'Select' button. Underneath, a table lists the uploaded file:

Name	Size	Progress
ClientDataSet_TestFile.xml	0.003 MB	<div style="width: 100%;"><div style="width: 100%;"></div></div>

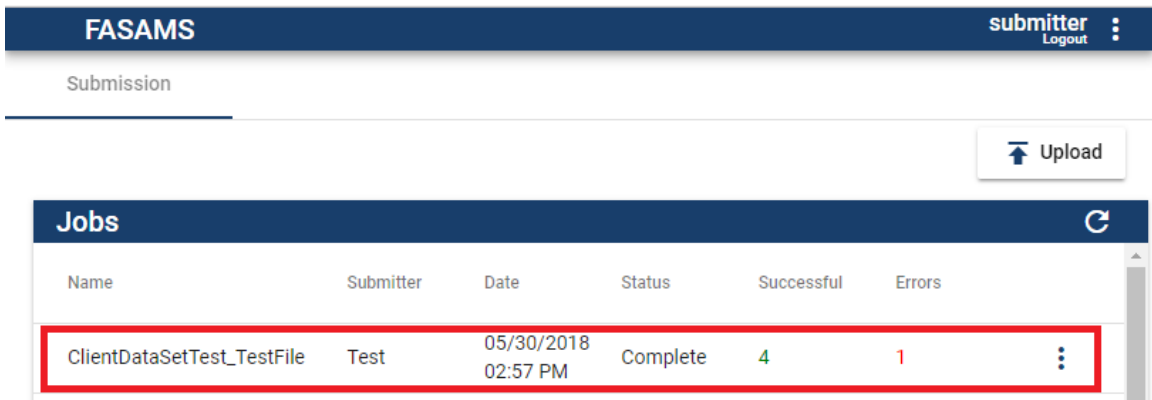
At the bottom of the table, there are two buttons: 'Upload' and 'Done'. The 'Progress' column header and the progress bar itself are highlighted with a red box.

6. Once you have selected and uploaded all submission files, click **Done** to close the Upload window.



This screenshot is identical to the previous one, but the 'Done' button at the bottom right is now highlighted with a red box, indicating the final step of the process.

7. Verify that your file Uploaded and a job was created by looking under the **Jobs** panel and confirming your file name is listed.



The screenshot shows the FASAMS interface. At the top, there is a dark blue header with 'FASAMS' on the left and 'submitter Logout' on the right. Below the header is a 'Submission' section with an 'Upload' button. The main content area is titled 'Jobs' and contains a table with the following data:

Name	Submitter	Date	Status	Successful	Errors	
ClientDataSetTest_TestFile	Test	05/30/2018 02:57 PM	Complete	4	1	⋮

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.