

Upload Documents To Be Printed

1. Navigate to the file drop - <https://mcbdds.sharefile.com/r-r96b12e4a1a3a49f1a2ac19547fe26074>
2. Enter your **email address, name,** and company (if applicable).
3. Click **Continue**

To continue, please enter your information below.

Email

First Name

Last Name

Company

Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

- The file drop window will open.

 **Board of Developmental Disabilities Services**

File Request from Tiffany Starrett at Montgomery County Board of DDS

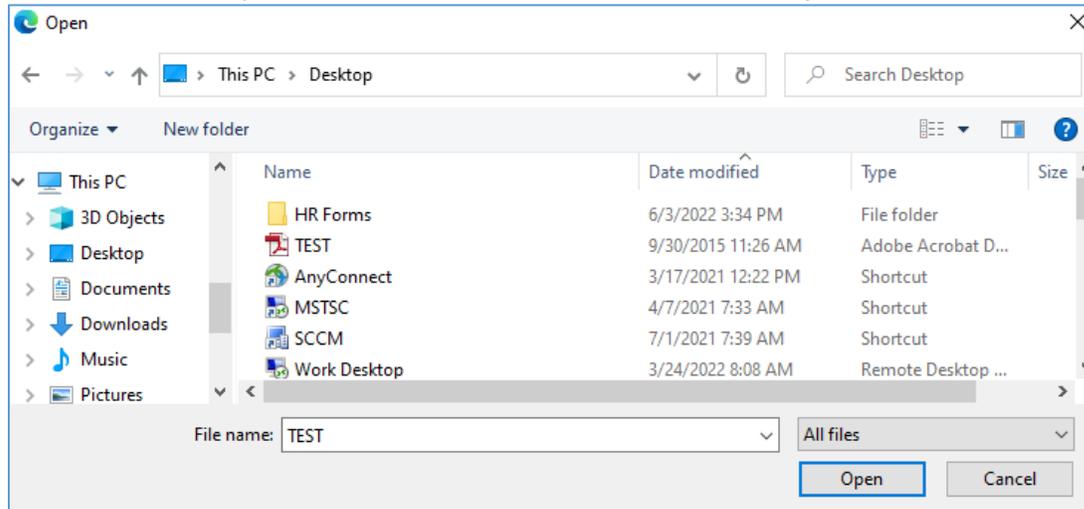


Drag files here

[Browse files](#)

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4. **Drag and drop** the document(s) from your computer to the white box in the file drop
OR
Click **Browse files**.
5. If you clicked Browse Files, an Open dialog box will appear, prompting you to select a file. **Browse to the location** where your file is stored, **select** it, and then click the **Open** button.



6. If needed, click **+Add more** to add additional documents to the file drop.

MONTGOMERY COUNTY Board of Developmental Disabilities Services

File Request from Tiffany Starrett at Montgomery County Board of DDS

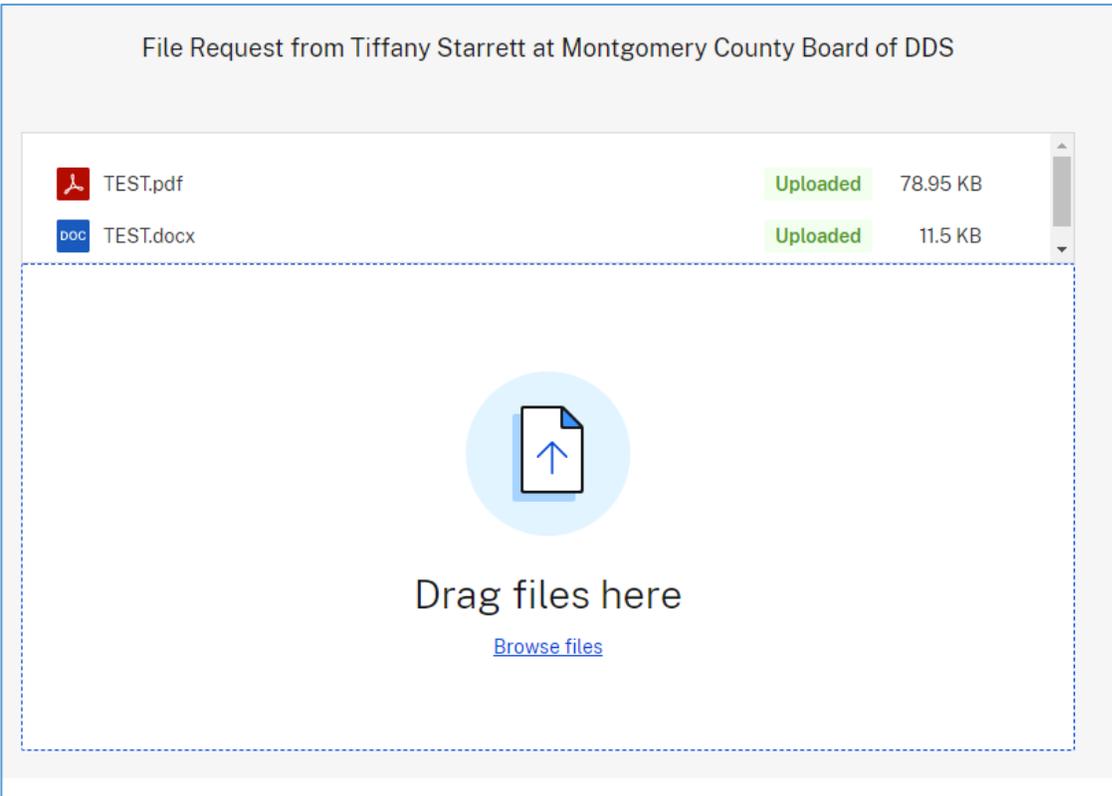
2 item [Clear All](#) [+ Add more](#)

×	TEST.pdf	78.95 KB
×	TEST.docx	11.5 KB

Upload

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7. After adding all the document(s) to the file drop, click **Upload**.
- The files will then be uploaded and a progress bar tracking the upload process will appear on the page.
 - After the files upload successfully, you will receive a confirmation email that your documents were uploaded.



Questions? Contact the MCBDDS Helpdesk at mhelp@mcbddds.org or by calling 937-457-2766.