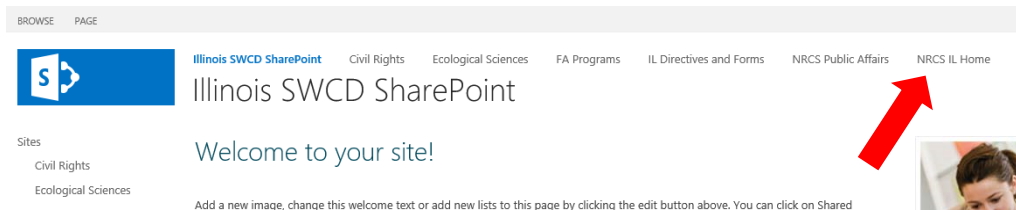


SWCD employees can now upload documents to Illinois NRCS SharePoint

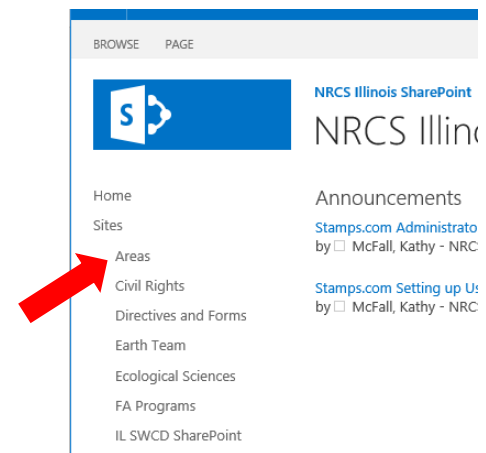
1. Scan and save the documents (pdfs) you want to upload somewhere on your computer.
2. Login to Illinois SWCD SharePoint at the following website. You will need to be on a computer that you can use your LincPass and eAuth credentials. *Note: there is an underscore between nrcs and illinois.*

https://usdagcc.sharepoint.com/sites/nrcs_illinois/swcd/SitePages/Home.aspx

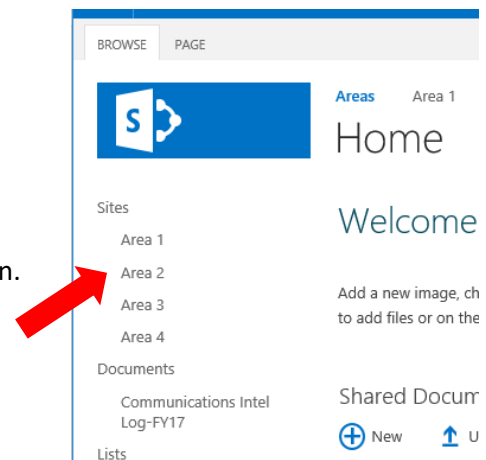
3. Once you are in the site, left click on **NRCS IL Home** in the tabs across the top.



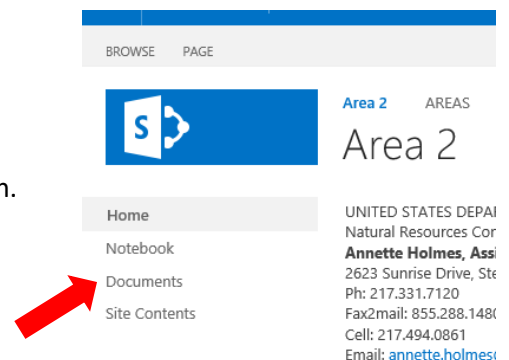
4. On the new screen, left click on **Areas** in the left-hand column.



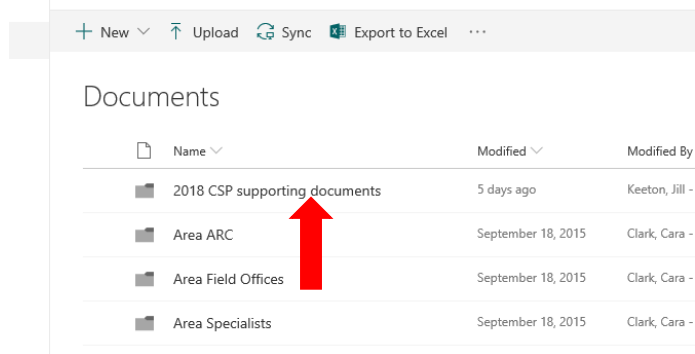
5. On the new screen, left click on your **Area #** in the left-hand column.



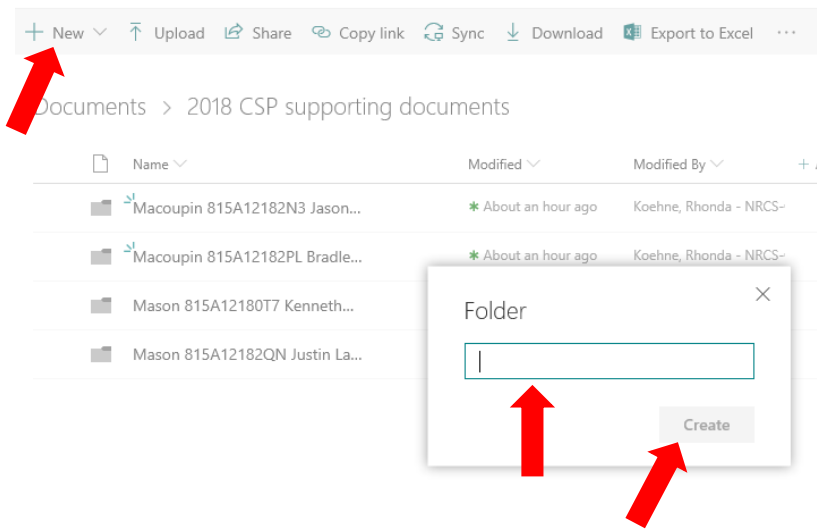
6. On the new screen, left click on Documents in the left-hand column.



7. In the new window, hold your cursor over the name of the folder you want to add you documents to and left click to open the folder. (As an example, **2018 CSP supporting documents** folder)



8. On the new screen, left click on **New** in the upper left-hand corner, and then **Folder** in its drop-down menu. In the newly opened Folder window, give your folder a name as specified by NRCS. (As an example, a CSP upload folder would be named [County name] [contract #] [participant name].) Left click on **Create**.



9. Hold your cursor over the name of the folder you just created and left click to open the folder. On the new screen, left click on **Upload** in the upper left-hand corner.

Navigate to the pdf or file you want to upload, then click on **Open** or double left click the folder. The file will take a few seconds to upload, but it will eventually appear under the Name column.

Your uploaded file will appear here

