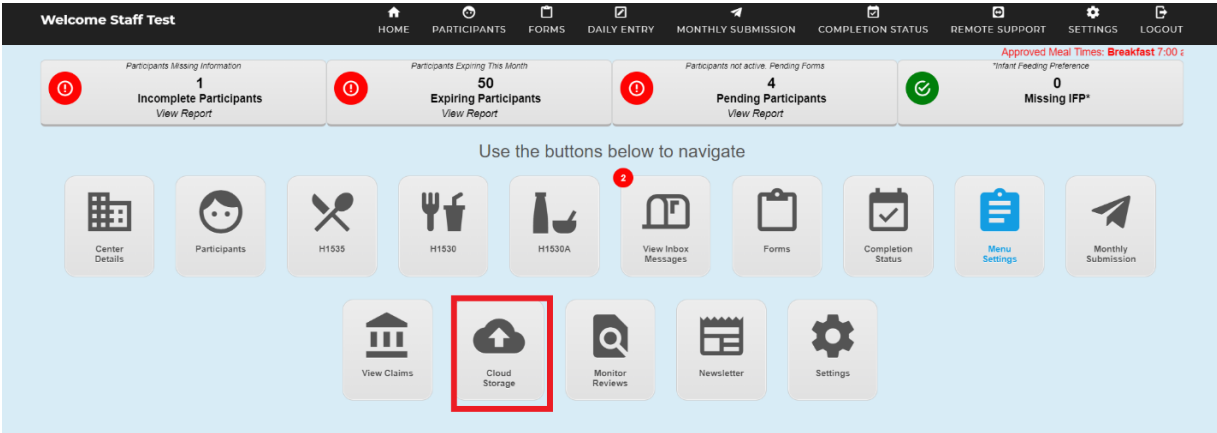


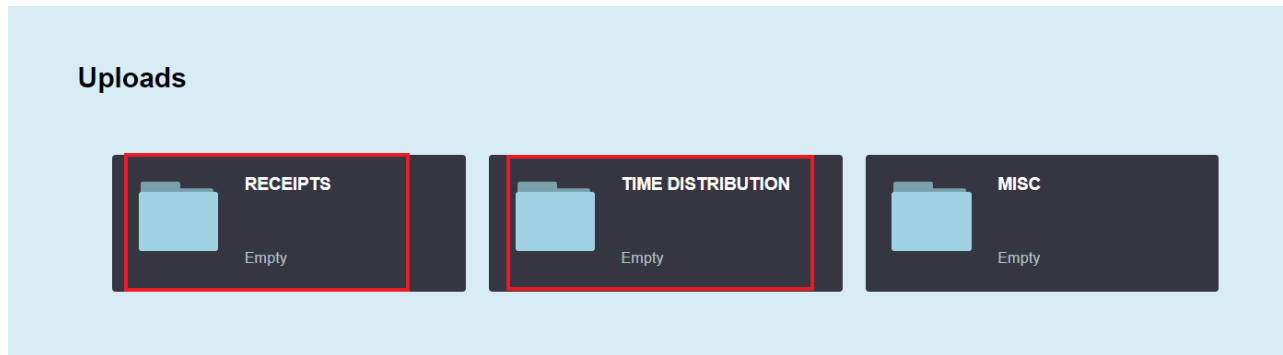
MSM – Uploading to Cloud Storage

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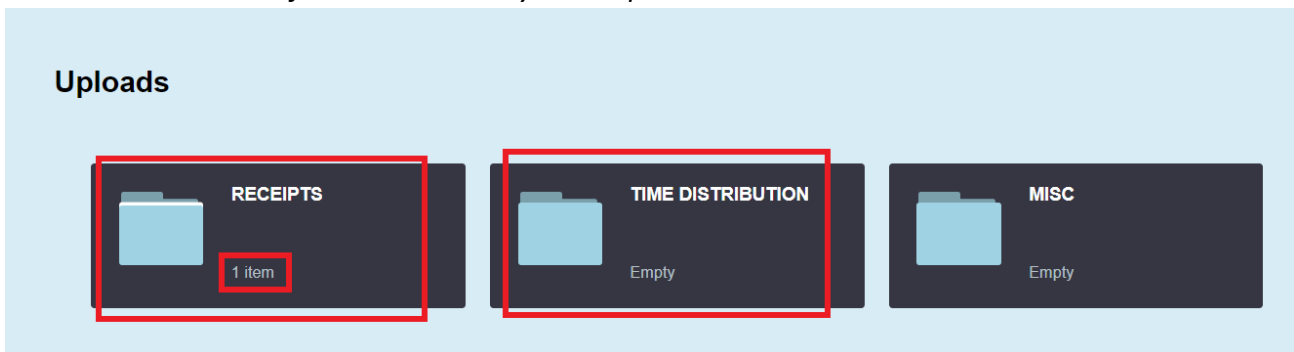
From the Home Screen
Click On: Cloud Storage



From the next screen, select which box you are uploading too



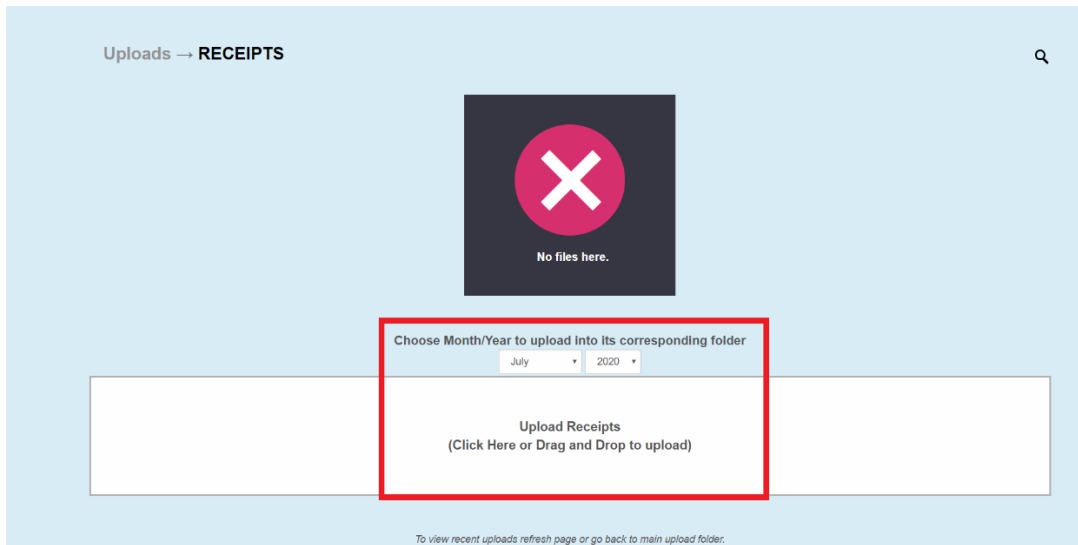
If there has already been uploads to that box it will show



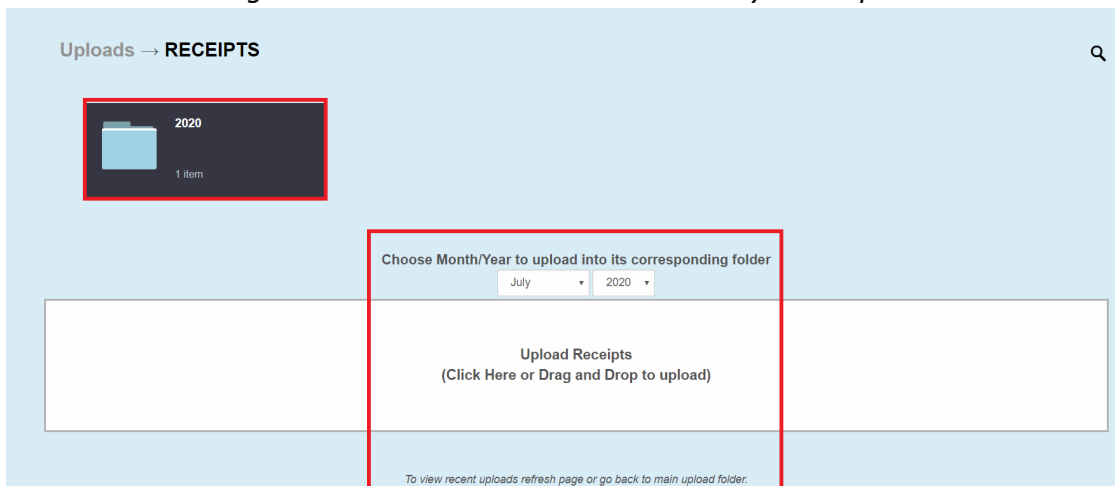
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From the next screen, select what month/year you are uploading too



If there has already been uploads to that box it will show- Do not have to click on the box- Clicking on the box will show what has already been uploaded



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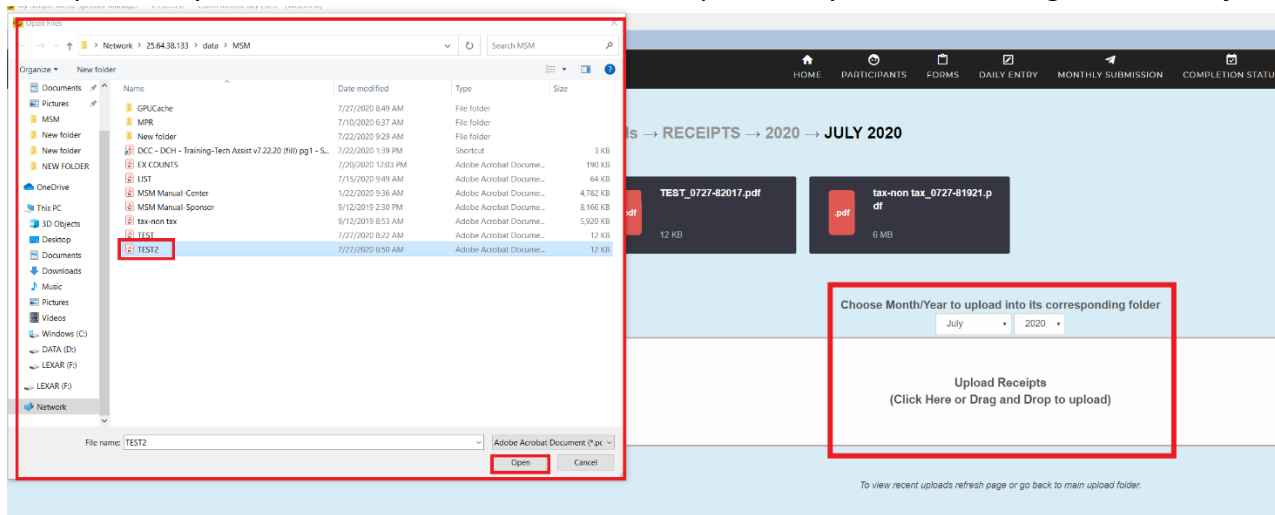
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Click On: Upload Receipts

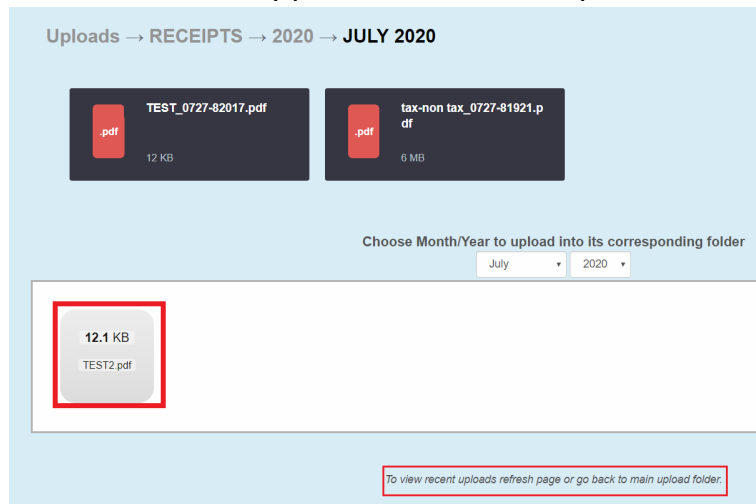
Choose the file you want to upload and click on “open”

-It is recommended that you label/name each of your files you save. This way you can locate the file easily.

Also, once uploaded, you will be able to see what has been uploaded by the title/name given to each file saved.



Once the selected file is chosen, it will appear in the white upload box.

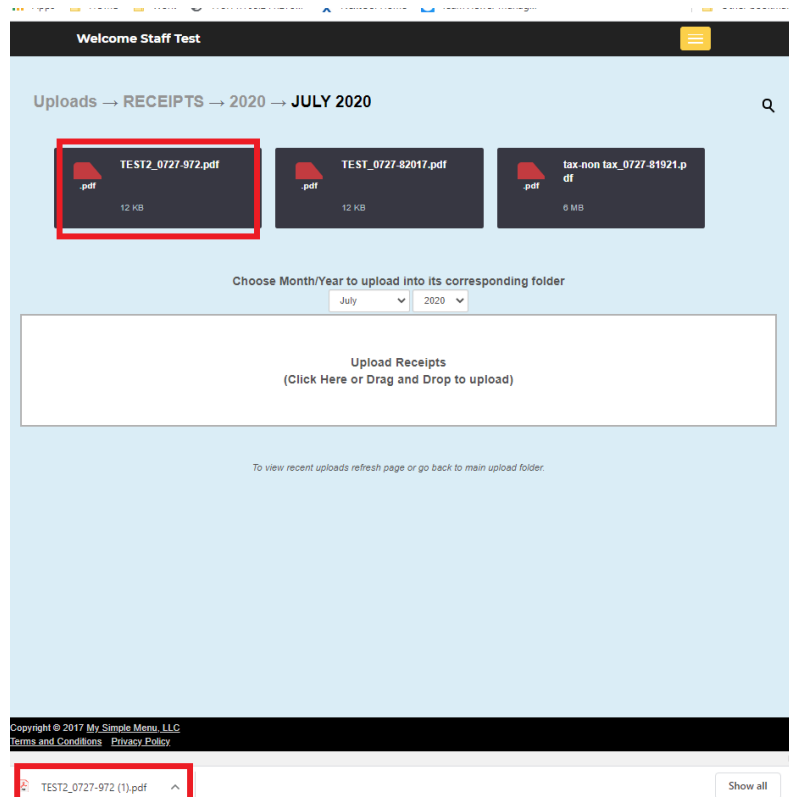


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Click on the file you want to view.

Then click on the *file-pdf* box at the bottom of the screen



**** Enrollment forms are not to be submitted (nor will be accepted) to Child Food Program of Texas through the “Cloud Storage”. Cloud Storage does not have an enrollment folder for that very reason. Enrollments can be faxed or emailed.**