File Upload Instructions for Web Plus

1. Please use the following link to get to access Web Plus: https://webplusmo.umh.edu/webplus/logonen.aspx

2. This should take you to the Web Plus Login screen.

3. Enter your MCR assigned '**Username**' and '**Password**'.

4. Click the '**Login**' button. ***Note: Web Plus times-out after 30 minutes of inactivity.***

5. Once you have logged in successfully you should choose the '**File Upload**' option.

6. Once you have chosen the file upload option, click on the '**New Upload'** button under the word Web Plus in the upper left part of the screen.

7. This will take you to the next screen. Make sure the '**NAACCR File'** option is chosen. (Web Plus should default to this option). Click on the circle to select that option. ***NOTE: Only NAACCR record layout versions V21.x and V18.x are accepted.***

8. You need to make sure and change the name of your data file **before** you try and upload the file to Web Plus. Please use the following naming convention for your files: 10-digit FIN_YYYYMMDD (example: 0001110222_20220101). In order to change your file name you would find your file by double-clicking on My Computer icon on your desktop and then locate where you stored the file. Highlight the file and right-click and choose the RENAME option from the menu. The name will still be highlighted but you will have a blinking cursor at the end of the name. You can start typing your file name like above and then hit Enter to save the new name. This step **must be** completed outside of Web Plus.

9. You will need to click on the '**Browse'** button to locate the file that you will be uploading unless you remember the path to your file then type it into the Select a file to upload box.

10. Once you have located your file you should be able to click on the file name once to highlight the file then choose the '**Open**' button. This should put the path and your file name in the '**Select a file to upload box**' on the Web Plus screen. ***Please add your facility name in the comments section after you have added your file.*** ***Any comments about the file itself should be added to the transmittal form comments sections.***

11. You should now be able to click on the '**Upload**' button and your file will begin uploading. When the file is finished uploading you should receive a message stating ***your file was uploaded successfully***.

12. Please complete the transmittal form **AFTER** you've successfully uploaded your data file. The transmittal form needs to have the bundle name that Web Plus called your file after it was uploaded. You can find that bundle name by going to **Previous Uploads** and look for your file. Next to it should be a file that is similar to this: F0000001.bun. This is the "bundle" name we need on the transmittal form.

13. Uploading your transmittal form is similar to uploading your data files. There are only two differences; you don't have to rename the transmittal form and you don't use the **NAACCR** file format. When uploading the transmittal form use the **Non-NAACCR** file format. You can choose this by clicking on the circle in front of the words. From here follow the same procedures to upload the transmittal form (steps 9 – 11). ***Please add your facility name in the comments section after you have added your file.***

14.	If you receive the message, 'file not uploaded successfully' or any other error message, please review batch file for errors and re-submit file(s). If you receive the message, 'file not uploaded successfully' or any other error message, please review batch file for errors and re-submit file(s). ***(Important! Features such as Special Lookups, EDITS reports, etc. utilize pop-up windows. In order for Web Plus to function properly, the Pop-up Blocker should be turned off, or Web Plus should be added to the list of Allowed Sites.)***

If you have any questions or receive an error message, please feel free to contact:

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