

Uploading Files to the MS Tax Rate Setting Portal

1. Log in to the Portal (<http://proptax.org/nh/>) with your username and password
2. On the Home screen, scroll to the bottom of the page where the documents table is located. The table has multiple tabs at the top for the different categories of documents.

Document	Due Date	Status	Submitted Date	Approval Date	Go To	Notes
Budget As Posted (MS-737)	4/8/2015	Pending	3/20/2015		View Attachment Upload Attachment	Budget
Budget of the Village District (MS-737)	4/8/2015	Completed	6/10/2015	6/10/2015	View Report	
Budget of the Village District (MS-737)	4/8/2015	Completed	5/11/2015	5/11/2015	View Report	
Budget Supp. 10% Schedule (MS-737S)	4/8/2015				Upload Attachment	
DRA Approved Approp. (MS-232-R)	4/8/2015					
Report of Appropriations Actually Voted (MS-232)	4/8/2015	Pending	6/10/2015		View Report	
Signed Appropriations As Voted (MS-232)	4/8/2015				Upload Attachment	
Signed Annual Meeting Minutes	4/8/2015	Pending	6/3/2015		View Attachment Upload Attachment	Minutes

3. For each document that must be uploaded, there will be an "Upload Attachment" link. Click the corresponding link for the file you wish to upload. This will bring you to the upload page, shown below.

- "Form Templates" is a drop-down with various options where you will tell the system what type of document you are uploading. The system will automatically make the initial selection for you.
- "Notes" will allow you to enter a limited amount of text for reference purposes. This is optional and will be displayed in the "Notes" column of the Document Table you saw on the Home screen after the upload has been completed.

 **Uploads**

Form Templates:
Town Warrant As Posted

Notes:

Attachment:

4. With the proper template selected and any optional notes entered, click "Select File" and navigate to the file you wish to upload.

5. Wait for the "Attachment" box to turn green, indicating that the system has validated the file.

Note that this may take a few moments on slower connections and with larger files.

 **Uploads**

Form Templates:
Town Warrant As Posted

Notes:
2015 Town Warrant

Attachment:
C:\fakepath\TownWarrant2015

6. When the "Attachment" box turns green, click the "Upload" button. Your screen will turn grey while the file is uploaded to the server. Once the upload is complete, you will be returned to the Home screen.

Note that this may take a few moments on slower connections and with larger files.

Frequently Asked Questions

Is it normal for the “Attachment” field to say “C:\fakepath\...”?

Yes. This is intended. It is an indication that we do not record or store any information about where the file was located on your computer.

I receive a Server Error when attempting to upload a file. What causes this?

This can occur if you click the “Upload” button before the system has validated the file and the “Attachment” field has turned green. Often, the file will still upload properly.

How can I tell if a file has been uploaded correctly?

In the documents table on the Home screen, click the “View Attachment” link to the right of the document that you just uploaded.

How can I upload revised versions of documents?

Simply click “Upload Attachment” to the right of the document that you wish to upload a new file for. You can have multiple uploads for each document. We recommend using the “Notes” field to distinguish new versions of existing documents.

Can I delete files that I have uploaded?

No, as a user you cannot delete uploaded files. If you uploaded a file in error, you may contact your advisor and they will have it removed for you.

What types of files can I upload?

We recommend the use of Adobe PDF (.pdf), Microsoft Word (.doc and .docx), or Microsoft Excel (.xls and .xlsx) if possible. Filesize is limited to 60mb (61,440kb). If you have a file larger than this, you should contact your advisor for other options.