



101 PREFONTAINE PL S  
SEATTLE, WA 98104  
4CULTURE.ORG

## FILECLOUD – UPLOADING DOCUMENTS

If you need to submit a W9, download a [fillable W9 form](#) and view our instructions on [completing a W9 digitally](#). Also, view our [sample Certificate of Liability Insurance \(CoLA\)](#) if that is required.

Accepted File formats are PDF, DOCX, JPEG, TIFF, JPG, BMP, PNG.

- 1) Follow the link to the [4Culture upload site](#)
- 2) Enter the password that was sent in your initial contract email or by a 4Culture staff member. Please contact your program manager if cannot locate the password.

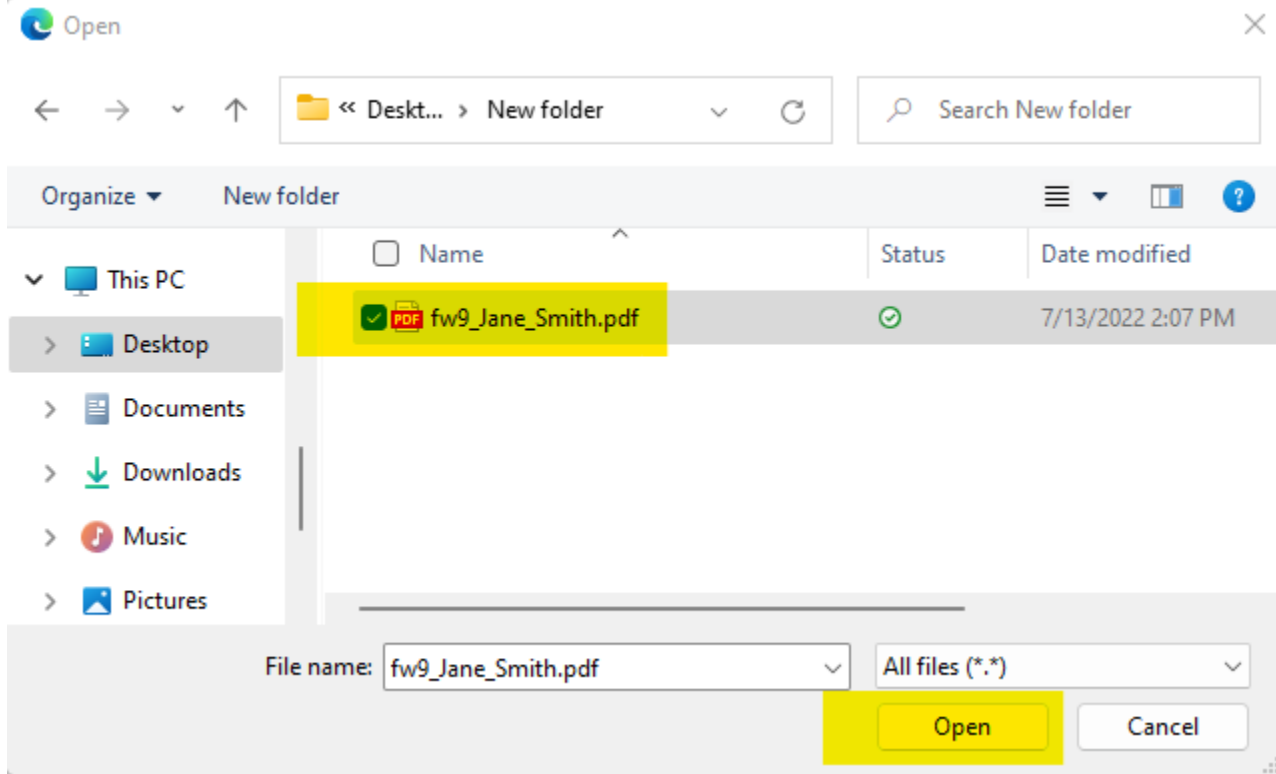
The screenshot shows the 4Culture FileCloud login interface. At the top left is the 4Culture logo. Below it, the text "Password Protected Share" is displayed. A yellow input field is provided for the password, with a small eye icon to its right. Below the input field is a green "Login" button. At the bottom of the page, there is a language selector set to "English" and a note that says "Powered by FileCloud".



- 3) Select the Upload button

The screenshot shows the FileCloud Upload Queue interface. At the top left, the text "Upload Queue" is displayed. In the top right corner, there is a green "Upload" button. Below this is a large dashed box containing a plus sign and the text "Drag and drop files or folders here or click the Upload button above to upload files to the server".

- 4) Navigate to the location of your document. Please be sure to have your first and last name in the filename you are uploading (e.g. fw9\_jane\_smith.pdf)



- 5) You should now see your file successfully uploaded.

