

*This will allow you to upload files, folders of files or existing Dropbox items to the Apportionment Commission.*

*It is not necessary to sign in to a Dropbox account in order to upload files/folders from your computer*

*Prior to uploading a file or folder, please label the file or folder with your name or organization*

1. Position pointer on **Upload Your Map** icon in the upper right corner of the New Jersey Legislative Apportionment Commission website, click once
2. Position pointer on **Add files** button, click once
3. Position pointer on appropriate file choice to upload, click once



*It is advisable that if you have multiple files for the same submission, you place all your files in a folder and upload the entire folder using the Folders from Computer option*

*Files from computer allows you to choose individual files saved on your PC*

*Folders from computer allows you to upload an entire folder of files from your PC*

*From Dropbox allows you to sign in to an existing Dropbox account and choose files*

4. Choose Appropriate file or folder to upload
5. If you have more files to upload, position pointer on **Add more files**, click once  
*Repeat steps 3-5 until all files are chosen to be uploaded*
6. Position pointer in box below **Your name**, click once and type your first and last name
7. Press the tab key on your keyboard to move to the box labeled **Your email address**
8. Type your email address
9. Position pointer on **Upload** button, click once

*Your files have now been uploaded*

*You may now click the back button in your browser to exit Dropbox and return to the Apportionment Commission Website*