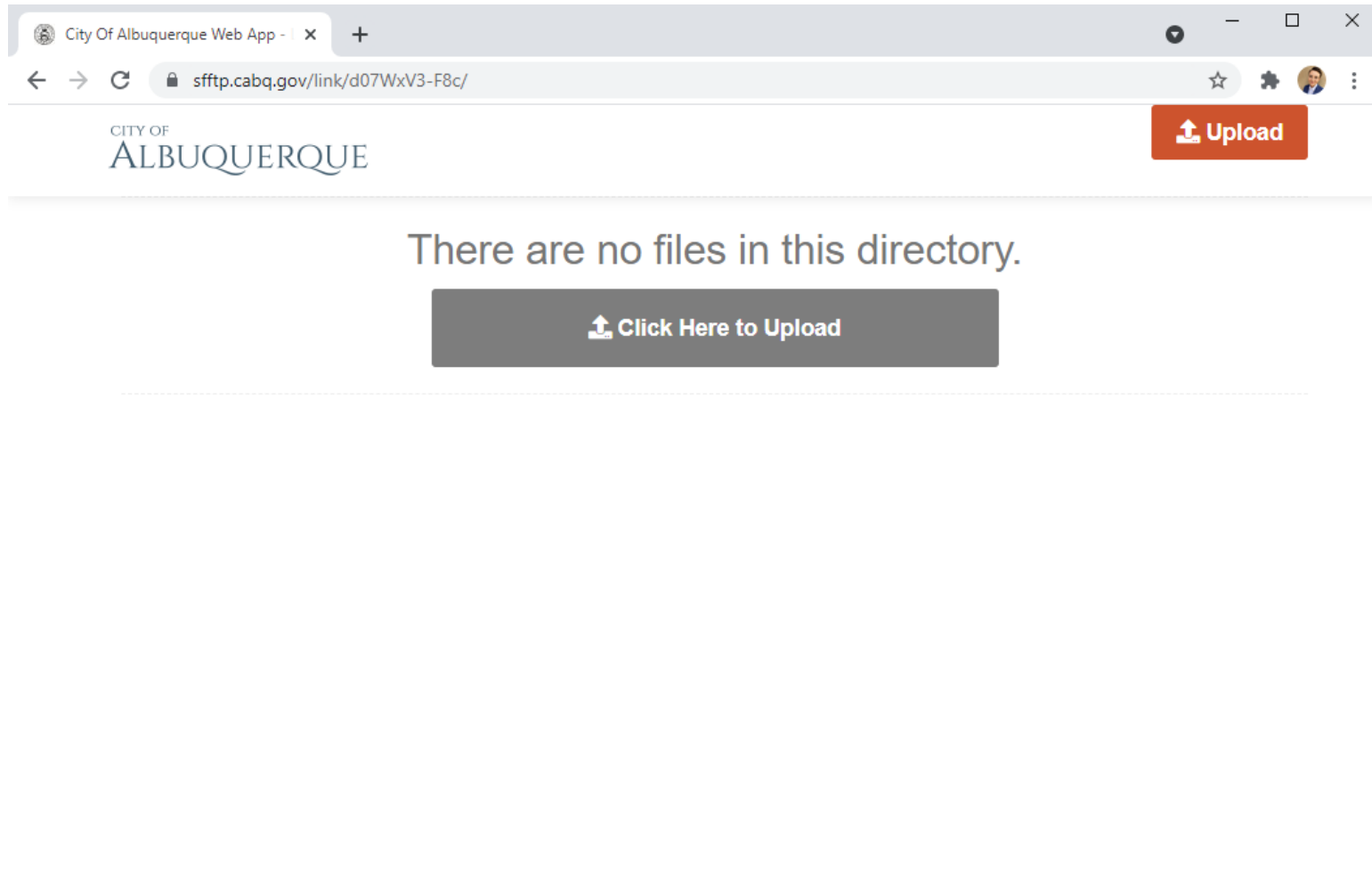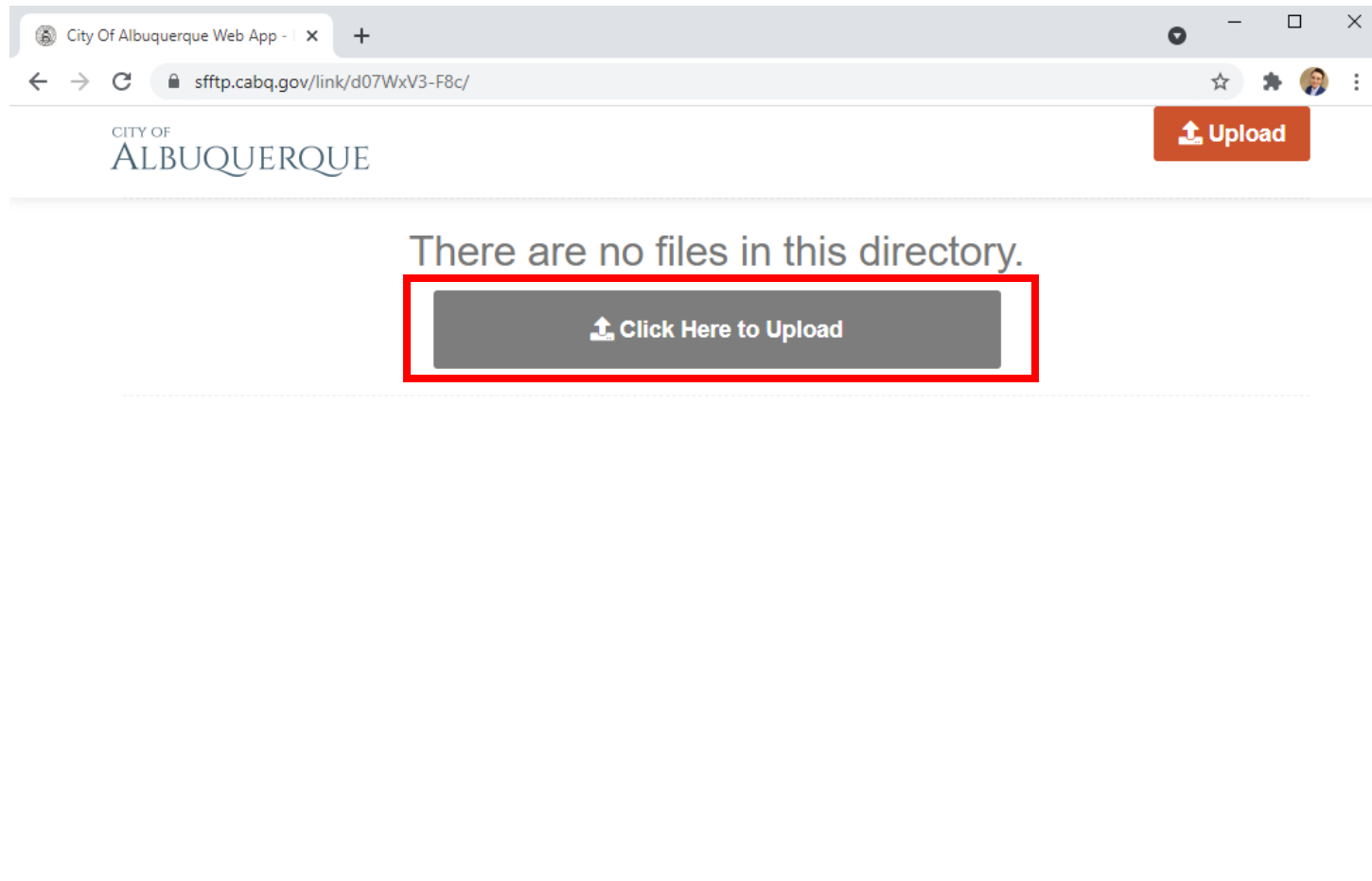# Exhibit F – SFFTP Response Upload Instructions
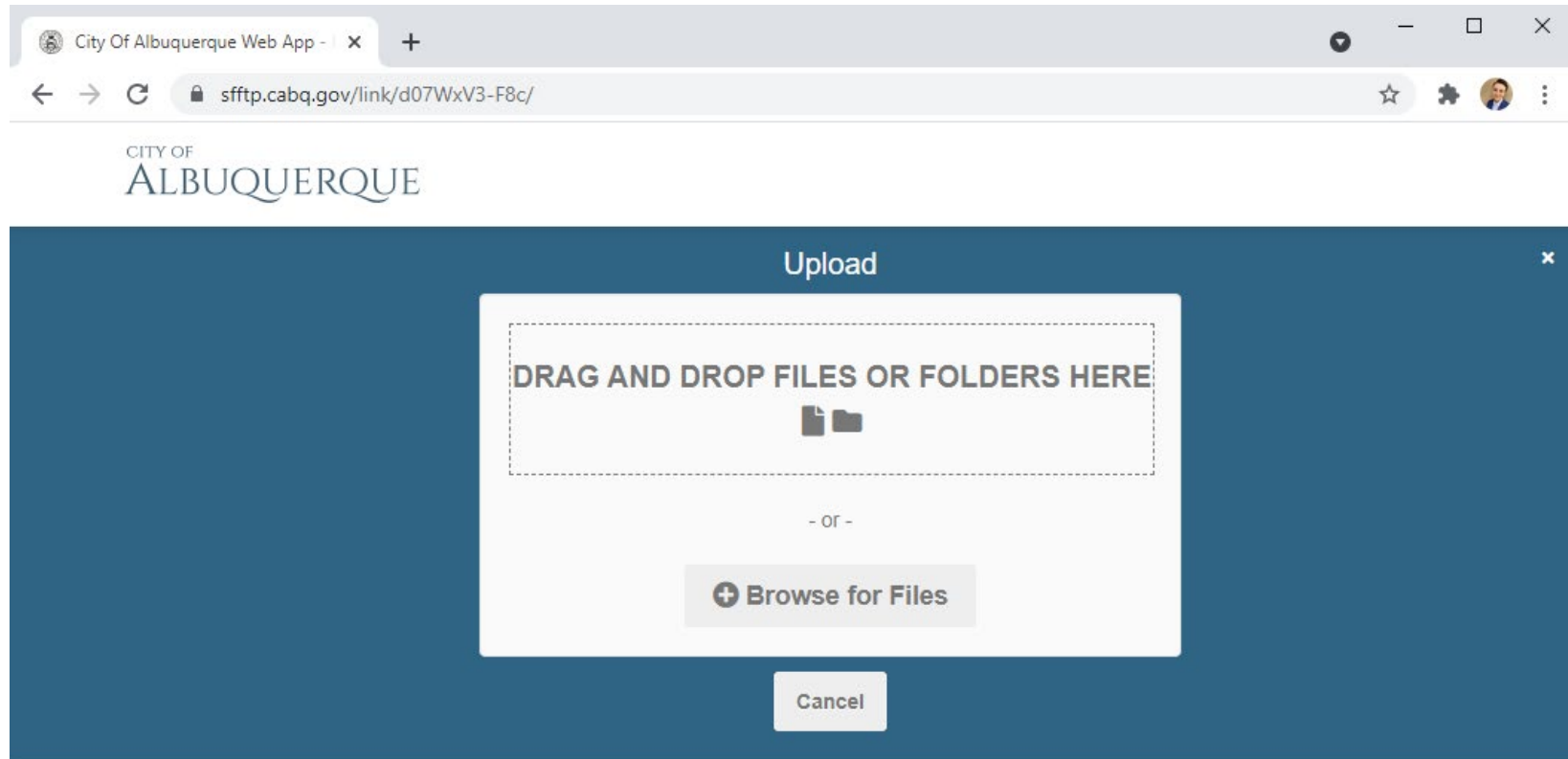
Step 1

This is how the view file directory will appear when you open the link.

Step 2

Click "Click Here to Upload" to begin.

Step 3

You may either drag and drop files into the dashed line area, or browse your file directory.

Step 4

Once you have successfully selected the Response, it will appear in the "filename" directory. Repeat Steps 2 and 3 to upload all relevant documents, such as excel files.

Step 5

Once all documents are successfully listed in the Filename directory, click "Upload." **If you do not click upload, or navigate away from this page prior to upload completion, your documents will not be saved to the directory and you will be deemed nonresponsive.**
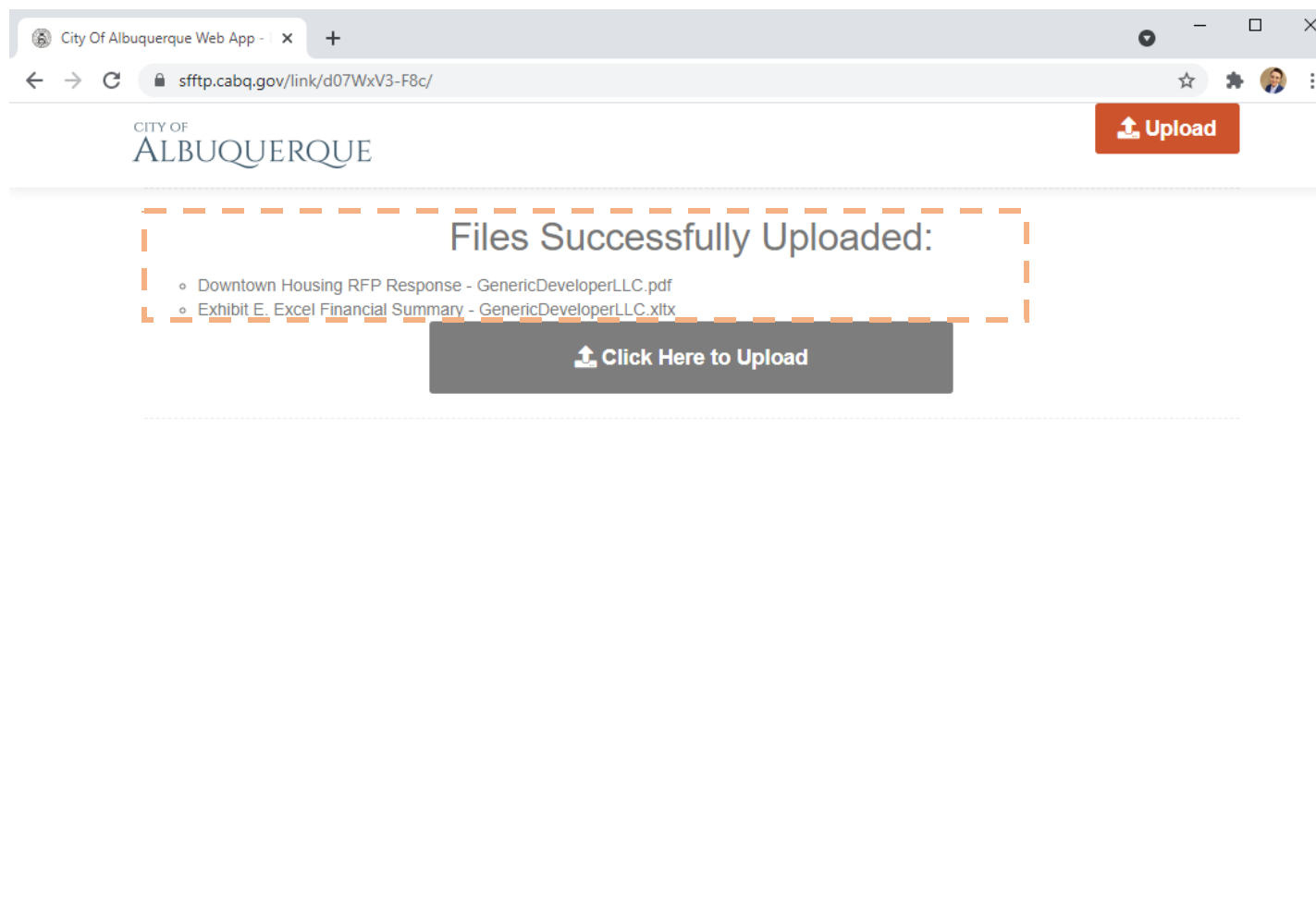
Step 6

The "status" bar will indicate the progress of your uploads. Do not hit cancel or navigate away from this view.

Step 7

Once your files have completed uploading, the page will automatically change and provide this upload confirmation. The file directory will appear blank or "empty" after successful upload, in order to prevent Respondents from viewing or downloading competing parties' Responses. It is now safe to navigate away from this page. If you have forgotten to upload a required document, you may repeat this process again.