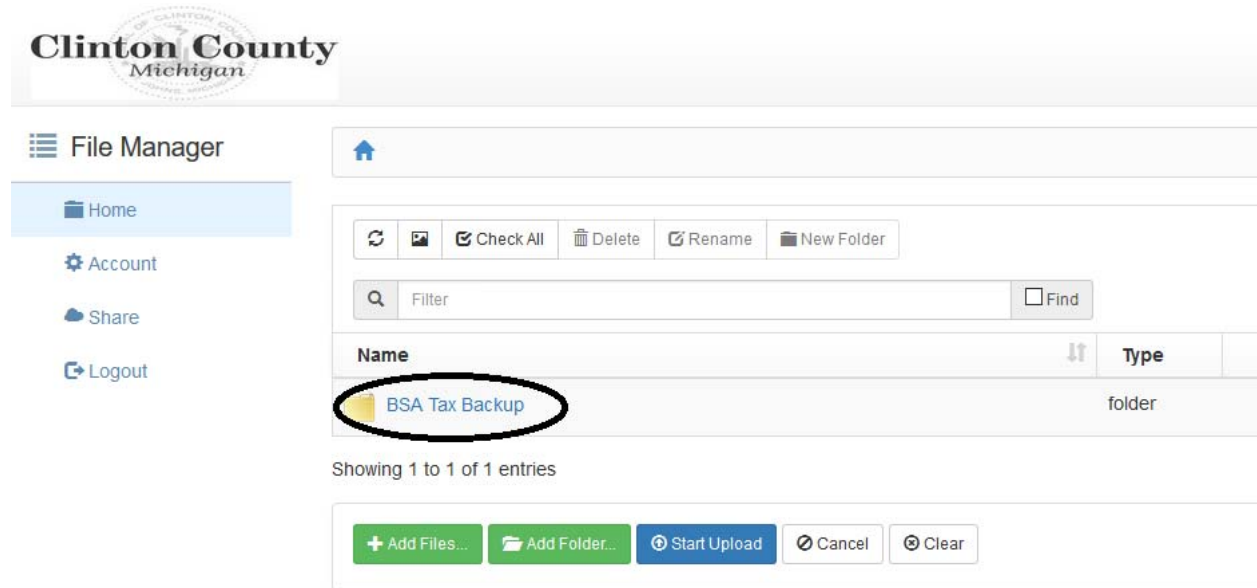


Go to <https://cloud.clinton-county.org>

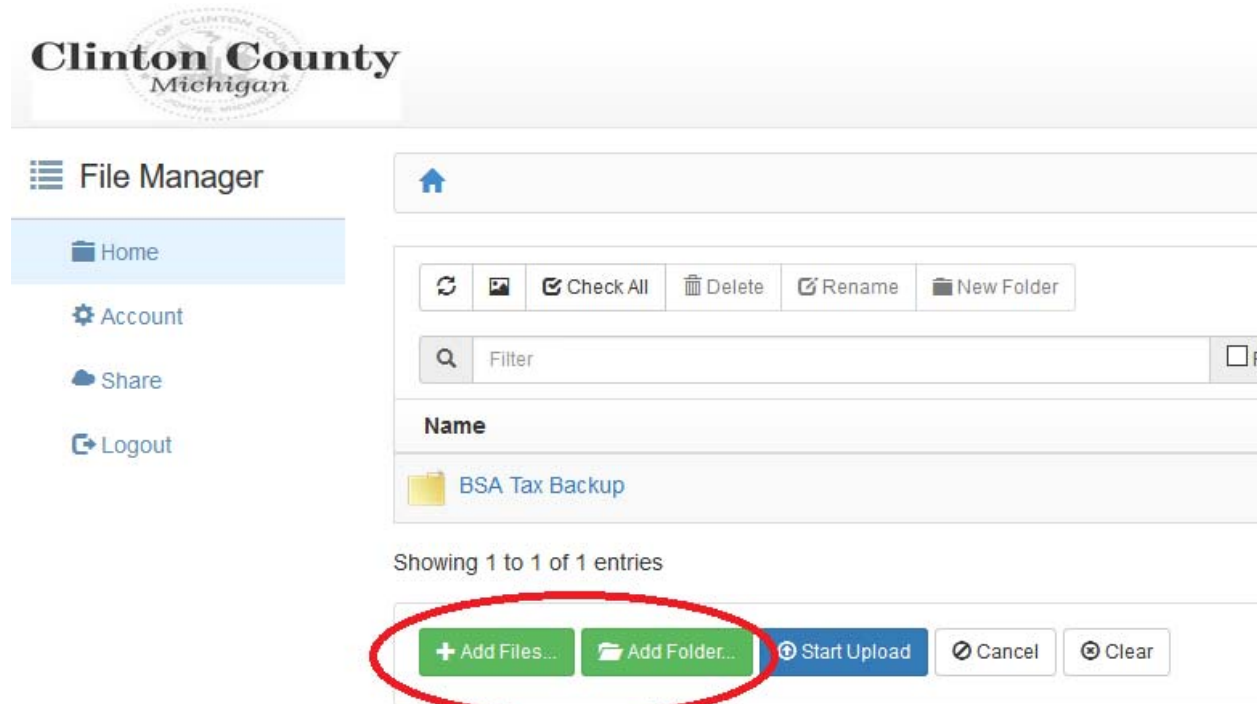
Login with UN: **treasurer** and PW: **property**

Select the folder you want to upload into in this case; we have “BSA Tax Backup”



The screenshot shows the Clinton County Michigan File Manager interface. On the left, there is a sidebar with a 'File Manager' header and a menu containing 'Home', 'Account', 'Share', and 'Logout'. The main area displays a home icon, a toolbar with 'Check All', 'Delete', 'Rename', and 'New Folder' buttons, and a search bar. Below the search bar is a table with columns for 'Name' and 'Type'. A single entry, 'BSA Tax Backup', is listed with a yellow folder icon and is circled in black. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there is a row of buttons: '+ Add Files...', '+ Add Folder...', 'Start Upload', 'Cancel', and 'Clear'.

Once you are in the correct folder select “Add Files” or “Add Folder”



The screenshot shows the Clinton County Michigan File Manager interface, similar to the previous one. The 'BSA Tax Backup' folder is visible in the table. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom, there is a row of buttons: '+ Add Files...', '+ Add Folder...', 'Start Upload', 'Cancel', and 'Clear'. The '+ Add Files...' and '+ Add Folder...' buttons are circled in red.

After selecting your file or folder press “Start Upload”

The screenshot shows the Clinton County Michigan File Manager interface. At the top left is the Clinton County Michigan logo. Below it is a navigation menu with options: Home, Account, Share, and Logout. The main content area shows a green notification bar at the top stating "File 'test.exe.exe' successfully uploaded". Below this is a breadcrumb path: "/ BSA Tax Backup". A toolbar contains icons for Refresh, View, Check All, Delete, Rename, and New Folder. A search bar with the text "Filter" and a "Find" button is present. A table lists the contents of the folder:

Name	Type
Go Up One Folder	up
test.exe.exe	file

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom of the main area is a control bar with buttons: "+ Add Files...", "Add Folder...", "Start Upload", "Cancel", and "Clear". Below this bar, a table shows the file "test.exe.exe" with a size of "107.71 MB".

You should see confirmation that the file was successfully uploaded.

This is a partial screenshot of the Clinton County Michigan File Manager interface, showing the top portion. It includes the Clinton County Michigan logo, the "File Manager" title, and the "Home" navigation button. The green notification bar at the top right of the main area is visible, displaying the message "File 'test.exe.exe' successfully uploaded".