

Exemplary School-Based Health Center Application 2020 Online Submission Instructions

Use the instructions below to submit your completed Exemplary SBHC Application and individual supporting documents. If you encounter a problem when submitting your application, first visit <https://www.dropbox.com/help/9091>. If this doesn't answer your questions, please contact info@nmasbhc.org or 505-404-8059.

Naming Application Files:

Name your documents in the following order:

- Your SBHC name
- The characteristic number and/or
- The specific document name

Example: Acme SBHC 1 Application or Acme SBHC 1: SBHC Community Engagement Tool or Acme SBHC 1: Video, etc.

***Please follow the naming instructions carefully.**

1. Click the file request link below or copy and paste the file request link into your internet browser.
<https://www.dropbox.com/request/jLRgu7UFDh3Em5xZO1HU>
2. You will be directed to a browser window that looks like the photo below.



3. Click the "Choose files" box on the screen.
4. Select your completed Exemplary SBHC Application file from your computer.
5. Once you choose your application file, your screen will look like the photo below.



KS Kim Stanek is requesting
2017 Exemplary SBHC
Application and
Supporting Documents

Only Kim Stanek will see these files unless they choose to share them.

1 file · 78 KB

Exemplary Application ... x

+ Add another file

First name Last name

Email address

Upload

- To upload attachments and video click “+ Add another file” and select the additional files from your computer you would like to upload.
- Repeat Step 6 until you have added all the files you would like to upload for your Exemplary SBHC Application.
- Once you have all the files you want to upload, you will be prompted to enter your first name, last name, and email address so that NMASBHC can identify the person submitting your application. See photo below.



KS Kim Stanek is requesting
2017 Exemplary SBHC
Application and
Supporting Documents

Only Kim Stanek will see these files unless they choose to share them.

2 files · 138 KB

Exemplary Application ... x
SBHC letter of support f... x

+ Add another file

First name Last name
Kim Stanek

Email address
kimstanek.nmasbhc@gmail.com

Upload

- Click Upload.** Confirm you are uploading the final versions of your application documents. You will NOT be able to access files that you already uploaded. If you upload an incorrect file, please contact NMASBHC as soon as possible to let us know what file is incorrect and we will remove it.
- A **green check mark** means that you've successfully uploaded your files. You will then see a confirmation page that looks like the photo below.

Thanks! You're all done.

Want to request files from people you know? Create a Dropbox account!

Kim	Sabo
kimberann.sabo@gmail.com	
Password	
<input type="checkbox"/> I agree to Dropbox terms	
Create an account	

11. You will receive a confirmation email once your files have been successfully submitted.

Note: At any time before the deadline, February 29, 2020, you can add more files to your application submission. Click the file request link, <https://www.dropbox.com/request/jLRgu7UFDh3Em5xZO1HU> or copy and paste the link into your web browser and follow the steps above. **However, please remember to name your additional files using the file naming system described above.**