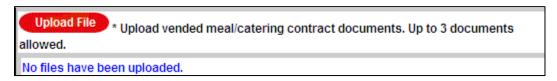**Minnesota** Department of
Education

Instructions for Uploading Files to the Cyber-Linked Interactive Child Nutrition System

A red *Upload File* button in the Cyber-Linked Interactive Child Nutrition System (CLiCS) indicates that an additional document(s) must be submitted to the state agency. Sponsors must upload the additional document(s) to CLiCS 2 when completing the sponsor/site program applications. The exception is for documents related to a Food Service Management Company (FSMC) contract; FSMC documents must be e-mailed to mde.fsmc@state.mn.us for review and approval by Food and Nutrition Service (FNS). The final, approved FSMC documents will be uploaded to CLiCS 2 by FNS.

To upload a file to CLiCS 2, follow these instructions:

1. Select the red *Upload File* button.

2. Select *Browse* in the box that appears on the screen to locate the file on your computer.

3. Locate the file and select it by clicking on the document twice or by placing your cursor on the document, click once and then select *Open.*

4. Select the red *Upload* button to upload the file to CLiCS 2.

Please upload Vended Meal/Catering Contract Documents

H:\My Documents\Pro [Browse...]

[Upload] [Cancel]

5. The statement, "*Save application to complete upload*" will appear on the screen.

Upload File * Upload vended meal/catering contract documents. Up to 3 documents allowed.

Save application to complete upload.

File Name	Upload Date	Actions
School Nutrition Program Contract for Vended Meals April 2013[1].pdf	05/03/2013 10:44:43 AM	↓ ✖

6. If the wrong file was uploaded or to view the file, use the red circular buttons in the *Actions* column.

Save application to complete upload.

File Name	Upload Date	Actions
School Nutrition Program Contract for Vended Meals April 2013[1].pdf	05/03/2013 10:44:43 AM	↓ ✖

   a. The red circle with the x (see above) allows you to delete a document. Select the circle and when the box with the message "*Delete document?*" appears, select OK.

   b. The red circle with the arrow pointing down (see above) allows you to view the document. Select the circle and when the box with the message, "*Do you want to open or save this file*?" appears, select *Open* to view the document.

7. To upload additional documents, repeat steps 1-4.

8. Lastly, select the red *Save* button at the bottom of the application.

Sponsoring Authority Certification

I certify that the information on the application and attachments is true to the best of my knowledge; that reimbursement will be claimed only for meals and snacks served to eligible participants; that meals and snacks offered will meet current meal pattern requirements in addition to any new phased-in requirements; and that the programs applied for will be available to all eligible participants regardless of race, age, color, disability, gender, or national origin. I understand that this information is being given in connection with the receipt of federal and state funds; that officials of the U.S. Department of Agriculture and the Minnesota Department of Education may verify this information; and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. I acknowledge that approval of this application by the State Agency will continue the Program Agreement with the State Agency for the period of July 2013 through June 2014.

[Save]