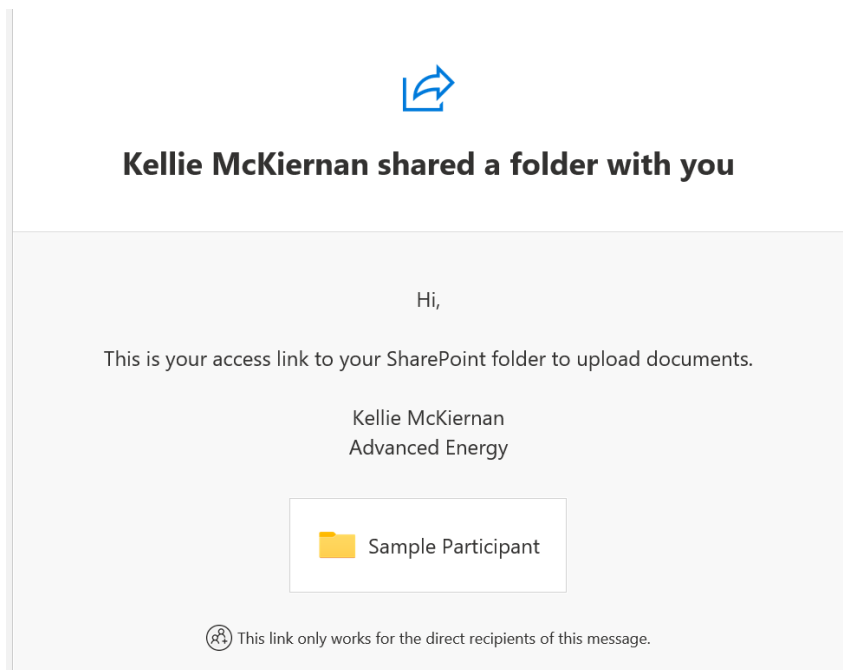


UPLOAD INSTRUCTIONS

- Reach out to PeriodicInspections@advancedenergy.org for access to the SharePoint folder for your sites.
 - In the body of the email please provide the emails for all staff members who need access to the folder to upload documents.
 - If you are unsure of what documents to upload, please refer to your MOA, or preview the sample documents on our website: <https://www.advancedenergy.org/uninspectedfacilities/>
- Each of the staff members who were listed, will receive an email to their inbox (Sample Photo Below)
 - Click on the folder link to ensure you have the correct access.
 - It is recommended to save this email or bookmark your folder for future access.



****If you have any questions or issues with access reach out to PeriodicInspections@advancedenergy.org and we will get back to you asap****

- Follow the steps below to properly organize the documents you are uploading.
 - For each site, create a separate folder.
 - Use the naming convention “Site Name Date Uploaded”

3 people will lose access to shared content in 21 days. [Manage](#)

PU Previously Uninspected Facility Program Private group Not following 8 members

Home + New Upload Edit in grid view Share Sync All Documents Filter Info Share

Conversations

Documents

Documents > Program Participants > Sample Participant

Name	Modified	Modified By	+ Add column
Sample Solar Farm 03.12.2022	3 days ago	Kellie McKiernan	

Add real-time chat
Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team.
Add Microsoft Teams

[Return to classic SharePoint](#)

- Upload all 4 of the required documents.
 - Ensure file names reflect the document or file type.

PU Previously Uninspected Facility Program Private group Not following 8 members

Home + New Upload Edit in grid view Share Sync All Documents Filter Info Share

Conversations

Documents

Shared with us

Documents > Program Participants > Sample Participant > Sample Solar Farm 03.12.2022

Name	Modified	Modified By	+ Add column
Sample Solar Farm Functional Settings Sheet.xlsx	3 days ago	Kellie McKiernan	
Sample Solar Farm Initial Inspection and Facility Verification R...	3 days ago	Kellie McKiernan	
Sample Solar Farm Initial Inspection Report.pdf	3 days ago	Kellie McKiernan	
Sample Solar Farm SLD.pdf	3 days ago	Kellie McKiernan	

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