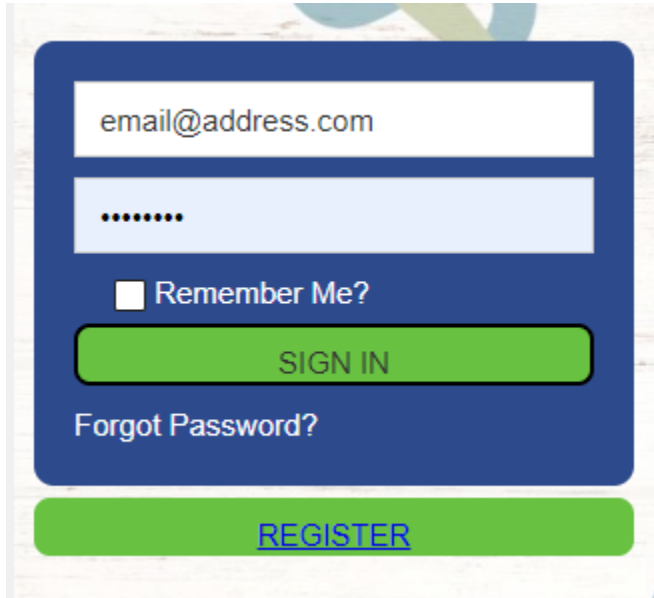


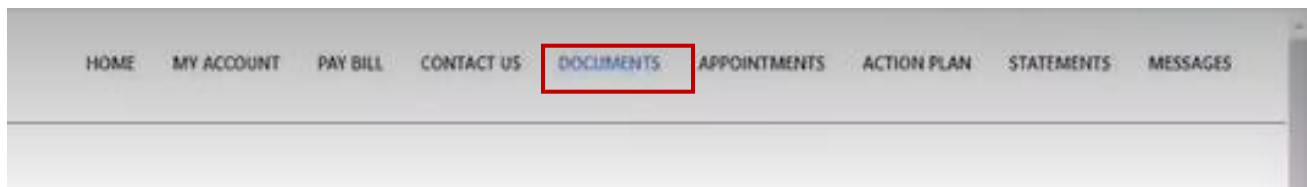
# Upload Documents through CCCSMD Portal

1. Log into your online account <https://cccsmd.fincocms.org/>

A screenshot of the CCCSMD portal login interface. It features a blue background with a white login form. The form includes an email input field containing 'email@address.com', a password input field with masked characters, a 'Remember Me?' checkbox, a green 'SIGN IN' button, and a 'Forgot Password?' link. Below the login form is a green 'REGISTER' button.

\*\* If this is your first time logging into your CCCSMD portal account, you will need to select Forgot Password to reset your password and access your account. When you select Forgot Password, it will ask for your email address. Enter the email address you provided to CCCSMD at registration. See Resetting Online Account Password instructions for more information. **\*Do Not Select Register\***

2. Once you have logged into your account, select the **Documents** tab located in the upper right corner of the screen.



3. Once you reach the documents screen, select **Browse Files**.



4. Select the files you would like to upload.
5. Once you have uploaded your files, please email [info@cccsmd.org](mailto:info@cccsmd.org) confirming that you have uploaded documents through the online portal.