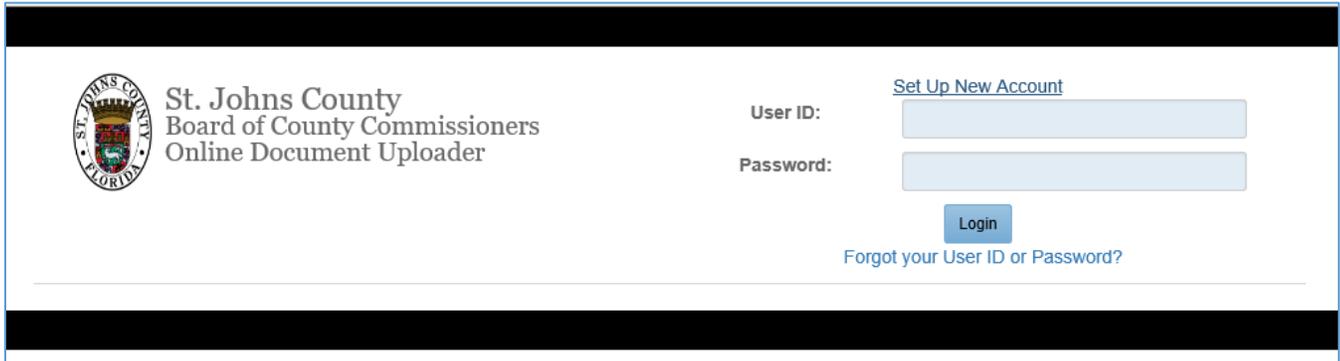


Instructions for SJC Uploader for Marine Rescue On Boarding

Go to the web address: <https://webapp.sjcfl.us/uploader>

--or-- <https://webapp.sjcfl.us/uploader/SJCUpLoader.aspx>

The login screen should appear. If you have a login, enter your User ID & Password and click on the “Login” button, and the process will take you to the main SJC Uploader screen.



St. Johns County
Board of County Commissioners
Online Document Uploader

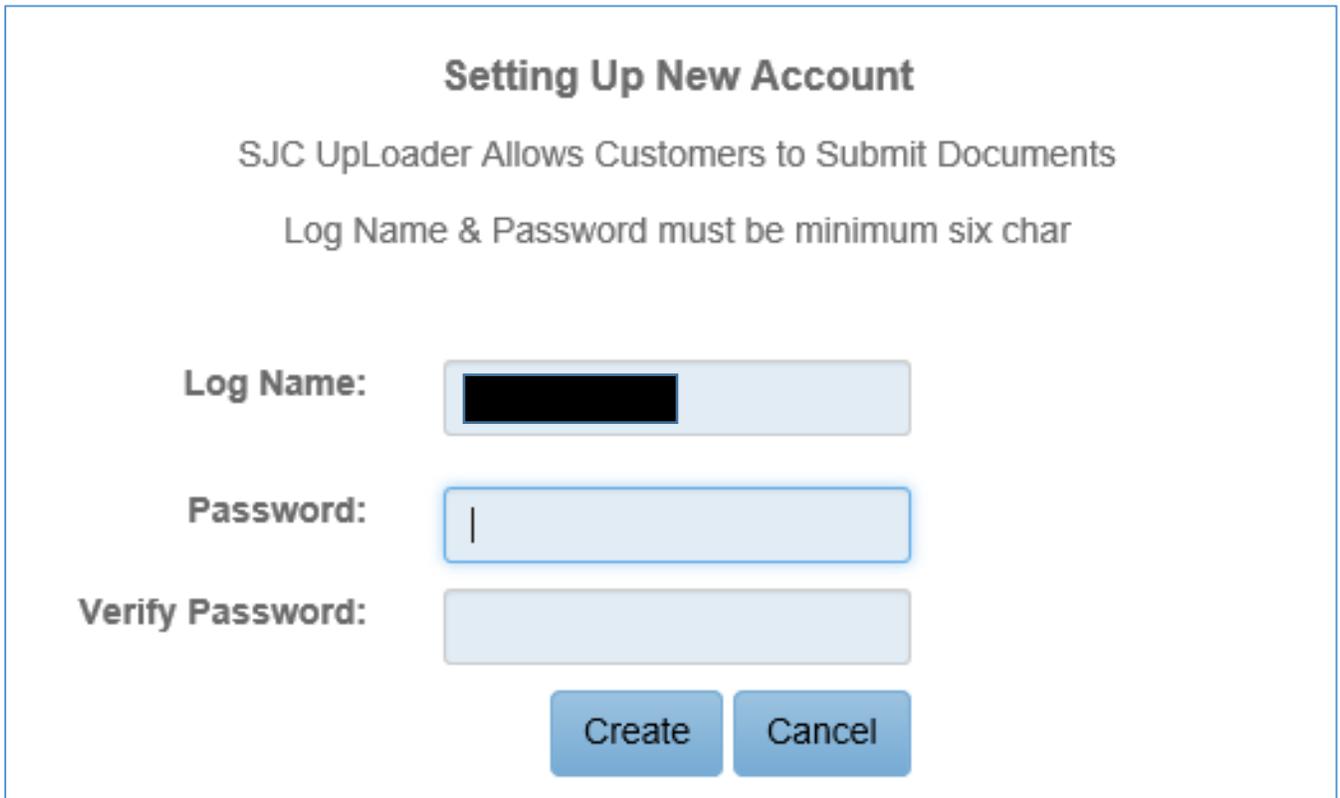
User ID:

Password:

[Set Up New Account](#)

[Forgot your User ID or Password?](#)

If you are setting up a new account, click on the “Set Up New Account” link at the top of the screen. It will take you to a screen and allow you to define a user ID and a password to use with the SJC Uploader application.



Setting Up New Account

SJC UpLoader Allows Customers to Submit Documents

Log Name & Password must be minimum six char

Log Name:

Password:

Verify Password:

Enter a unique login and password combination, and click the “Create” button.

You will get a user profile screen that will allow you to input the required fields for your user profile.

Add/Modify Customer

Company Name:

Log Name:

First Name:

Last Name:

Email:

PIN #:

Mobile Phone:

Mobile Carrier: ▼

After completing the profile input and clicking the “Save” button you will receive a message that states “Customer Data Saved.” Then click “close” which will take you to the main SJC Uploader screen.



Distribution Type: ▼

Select Document (PDF/JPG only) to Upload: No file chosen

Enter a Document Description:

By accessing this website, applicant acknowledges that any documents uploaded in connection with this application shall be subject to the requirements of Florida's Public Records Law (Chapter 119, Florida Statutes). Except to the extent a document contains information that is confidential or exempt from production under Florida law, any document submitted in connection with this application shall be subject to disclosure in the event St. Johns County receives a public records request to which the document is responsive.

Make the following selections on the screen:

Distribution Type: **Select SJC Forms**

SJC Forms: **Select Marine Rescue Initial Paperwork**

At that point, you will be taken to a new screen with a listing of the documents that are associated with that application. There is a document descriptions for each, and a flag designating which documents are required. A “Browse” button will allow you to select each document from your device. You will not be able to complete the upload process until all required documents have been attached to each document type.



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Marine Rescue Initl Ppwb

* Allowable document file types: PDF and JPG ONLY *

Doc Type	Path	Doc Type	Req
TrainWvr	<input type="button" value="Choose File"/> No file chosen	Training Waiver	✓
BkgrndAuth	<input type="button" value="Choose File"/> No file chosen	Background Authorization Form	✓
Physical	<input type="button" value="Choose File"/> No file chosen	Physician Physical Form	✓
DrvLic	<input type="button" value="Choose File"/> No file chosen	Copy of Driver's License	✓
SocSec	<input type="button" value="Choose File"/> No file chosen	Copy of Social Security Card	✓

After you click the “UpLoad” button, the process will take you back to the main screen. You will also see the document(s) that you just uploaded and the upload date and timestamp on the bottom of the main screen. At that time, the county employees associated with that program will get an email notifying them that your documents are uploaded for review.

If you have any questions please contact J. Earl at 9045997049 so she can walk you through the process. Please note that all uploaded documents have to either be in PDF or JPG form to be uploaded, other file formats will not work.