**Web Plus File Uploader Instructions**

**System Requirements**: You will need to have access to the internet. Web Plus is a web-based application and Google Chrome is the recommended browser.

Please use the following link to access the Web Plus Login Screen

<https://apps.dhec.sc.gov/Health/WebPlus/logonen.aspx>

Once you access the Login Screen you will enter the following

**UserID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Facility Number assigned to you)

**Password:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** If you wish to change your password, please let us know

**Uploading Instructions**

* Log into the application and Click on the **File Upload Link** under your facility name on the Home page
* Click on the **New Upload** button towards the top left of the screen
* Make sure to select the NAACCR V18.x file option. (See screenshot below)
* Click on the **Choose File** button and find the location of where you saved your file (Note: If you are having trouble locating your file, click on the start button for windows and search for your file name on all drives)
* Click on the file once to highlight it and then Click on the **Open** button and your file should be put into the **Select File to Upload** box
* Click on the **Upload** button and your file should begin to upload.
* You should receive a message in small print stating your file was **Uploaded Successfully** underneath the File Upload button.

