



Instructions to Upload Files to Secure Folder

To submit your application packet, please look for another email that contains a link to a secure folder into which you can upload the required documents needed to continue the application process. Please note, this secure folder can only be accessed through the applicant's email. The link will not work for any other email or if it's forwarded. **You do not need to sign in nor create a Microsoft account to access this secure folder.**

To access your secure folder, open the second email, click OPEN, then NEXT, then EMAIL CODE. Enter the one-time code, click SIGN IN, then YES, then ACCEPT. Please see below for more detailed instructions.

Once you gain access to your folder, please upload the following documents for review:

- 2019 Full Tax Return (1040 with schedule C, 1040SR with schedule C, 1065, 1120, 1120S)
- 2022 Full Tax Return (1040 with schedule C, 1040SR with schedule C, 1065, 1120, 1120S)
- W-9 Form ([Click here](#) for a fillable version) - If you file a 1040 or 1040SR, please include both SSN and EIN on the W-9 form
- Proof of Luzerne County Business Address (utility bill, property tax bill or receipt, insurance declaration page, invoice for equipment or inventory, bank statement, etc.)
- 2023 Q2 and Q3 941's (Only for businesses with 20+ FTE employees interested in being considered for additional funding.)

Please note, your application will only be reviewed once a completed application packet is received. Folders with missing information will not be reviewed until all necessary documents have been uploaded.

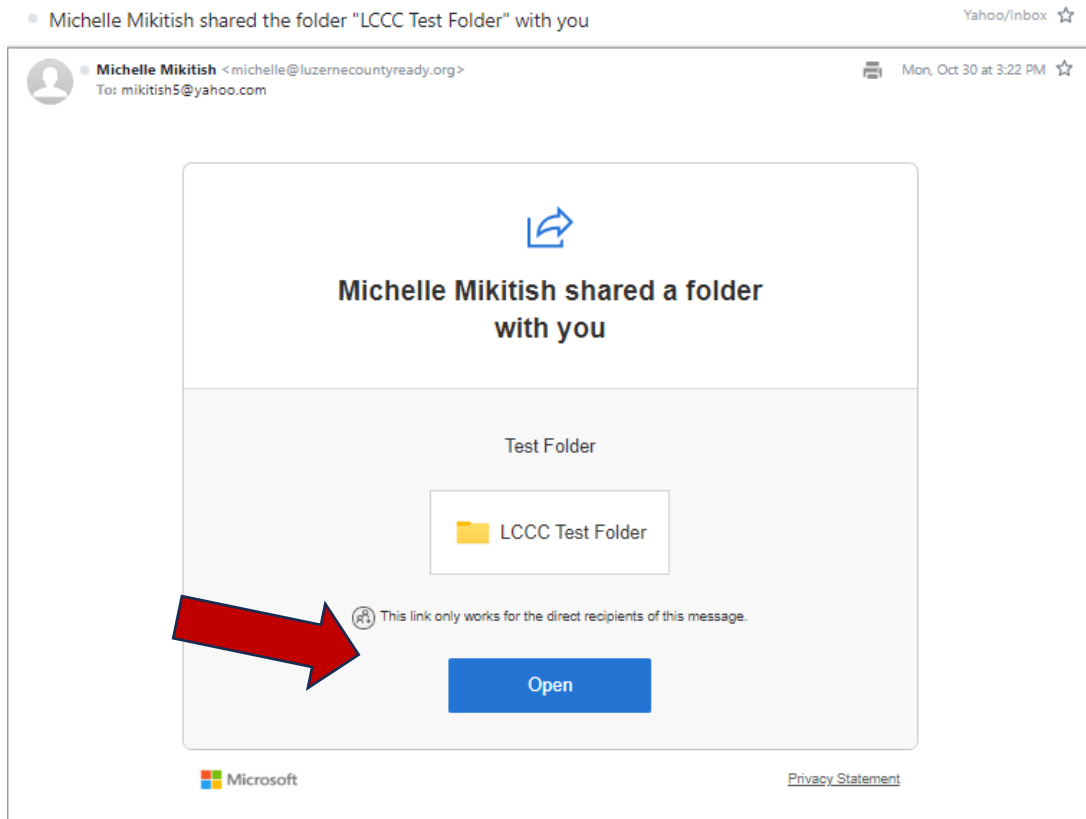
Detailed Instructions to Upload your Documents

Locate a separate email with the subject: {FirstName LastName} shared the folder "{000XX.YourLegalBusinessName.OTIN}" with you.

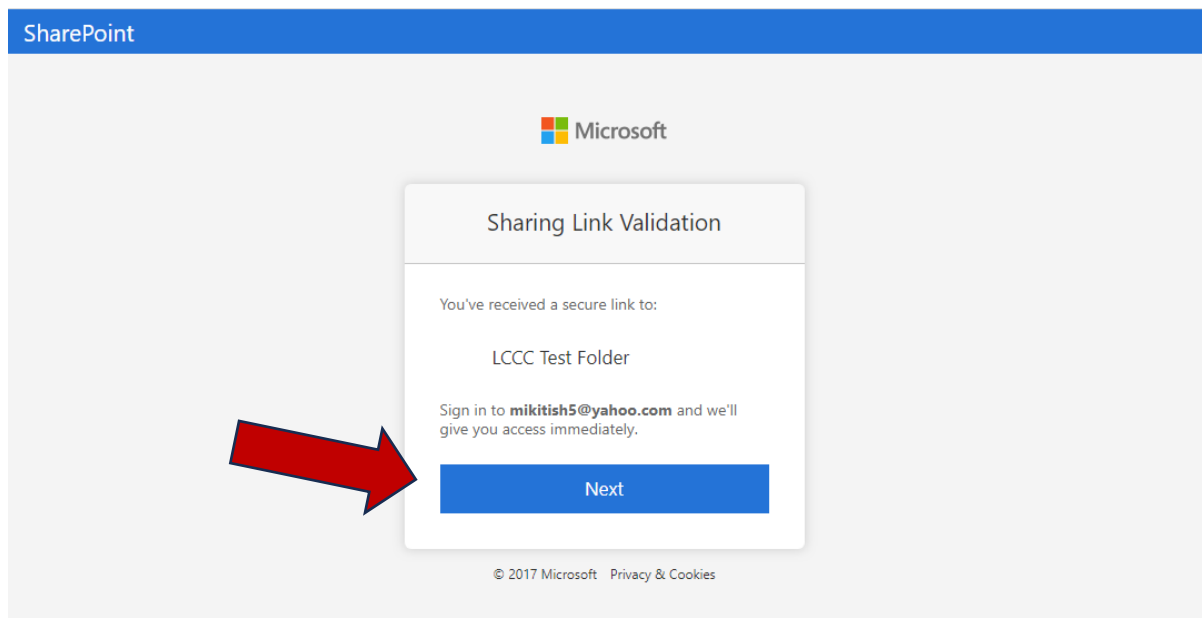
PLEASE SAVE THIS EMAIL FOR FUTURE REFERENCE!

If you cannot find this email in your Inbox, please look in your Spam folder.

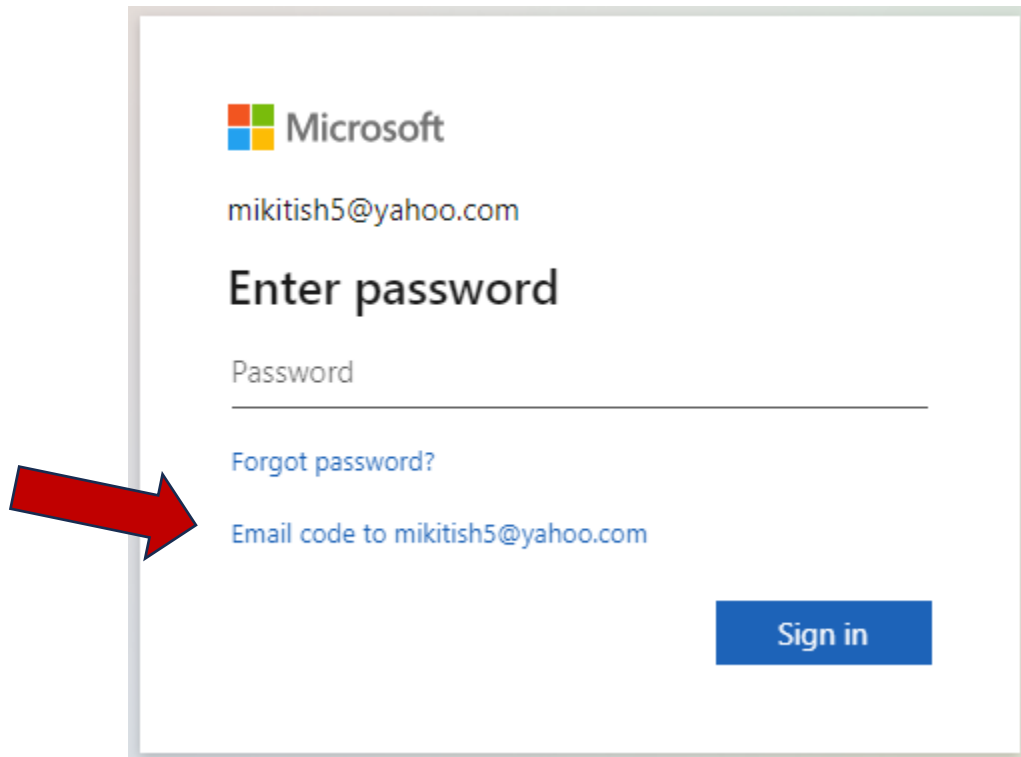
Open the email and click Open



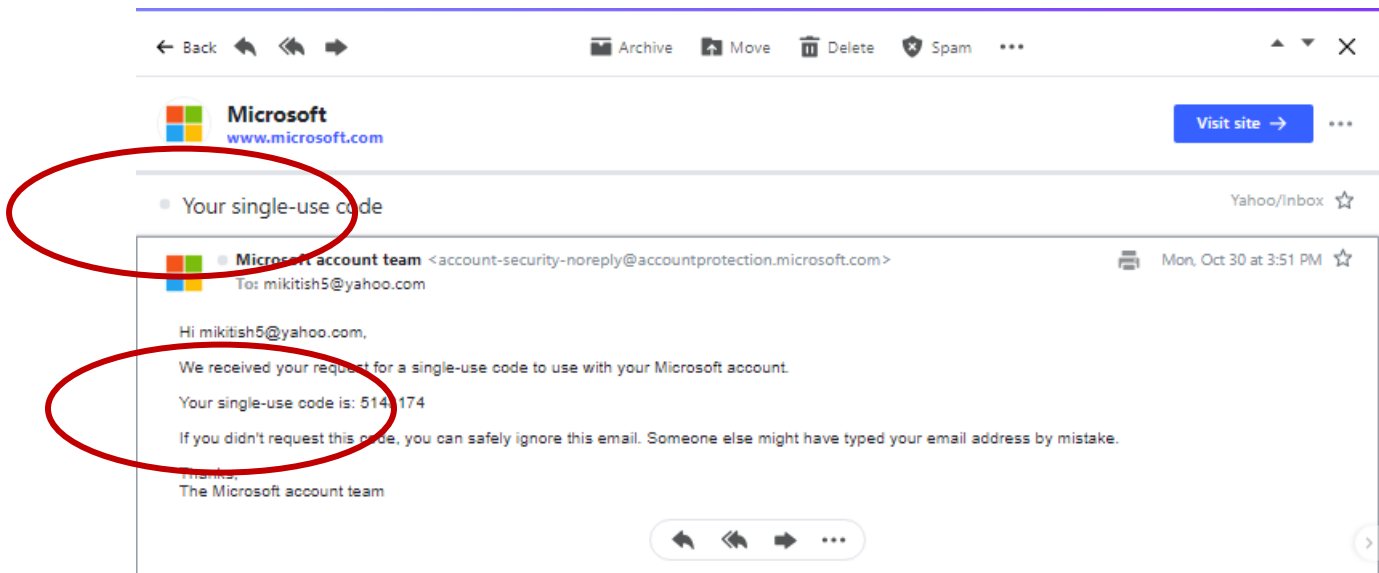
In the next screen, click Next.



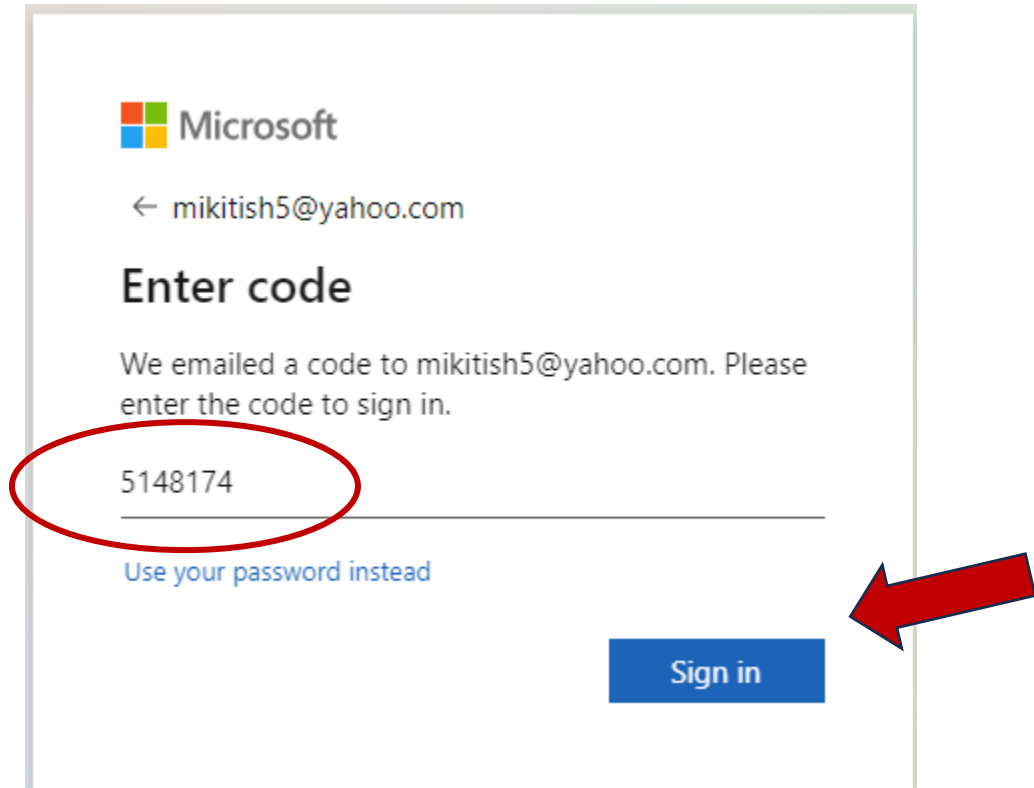
In the next screen, click “Email code to {email address on your application}”. Remember, you do not need to login to nor create a Microsoft Account to access this secure folder.



Return to your email account and find the email from Microsoft Account Team with the subject “Your single-use code.” Open the email and copy the 7-digit code



Return to your previous screen and enter the 7-digit code into the screen and click sign in



Microsoft

← mikitish5@yahoo.com

Enter code

We emailed a code to mikitish5@yahoo.com. Please enter the code to sign in.

5148174

[Use your password instead](#)

Sign in

A red circle highlights the code '5148174' in the input field. A red arrow points to the 'Sign in' button.

The next screen will ask if you would like to stay signed in click Yes



Microsoft

mikitish5@yahoo.com

Stay signed in?

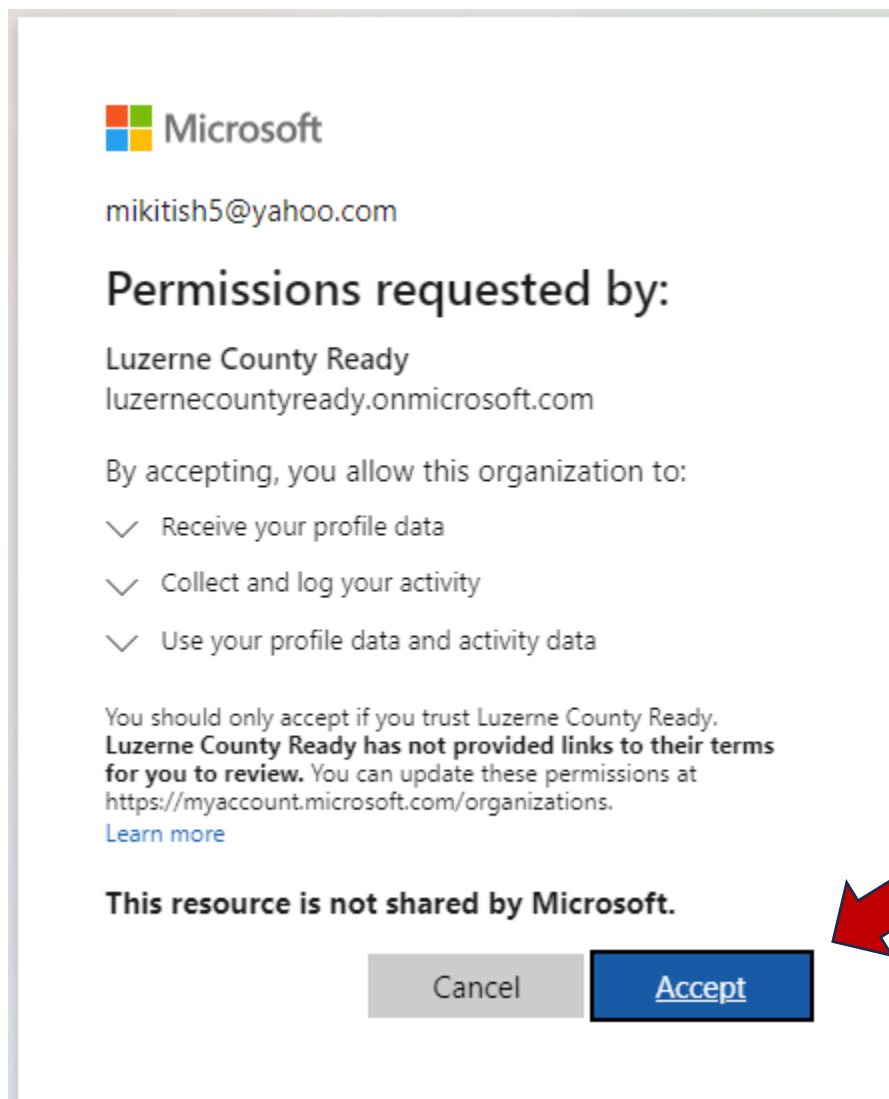
Stay signed in so you don't have to sign in again next time.

Don't show this again

No **Yes**

A red arrow points to the 'Yes' button.

Another screen may appear asking you if you accept that LuzerneCountyReady will receive permission to access your information. Click accept.



The image shows a Microsoft permissions dialog box. At the top left is the Microsoft logo. Below it is the email address mikitish5@yahoo.com. The main heading is "Permissions requested by:" followed by "Luzerne County Ready" and the domain luzernecountyready.onmicrosoft.com. A section titled "By accepting, you allow this organization to:" lists three permissions: "Receive your profile data", "Collect and log your activity", and "Use your profile data and activity data". Below this is a warning: "You should only accept if you trust Luzerne County Ready. Luzerne County Ready has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations." with a "Learn more" link. At the bottom, there is a statement "This resource is not shared by Microsoft." and two buttons: "Cancel" and "Accept". A red arrow points to the "Accept" button.

Microsoft

mikitish5@yahoo.com

Permissions requested by:

Luzerne County Ready
luzernecountyready.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Luzerne County Ready. **Luzerne County Ready has not provided links to their terms for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>.
[Learn more](#)

This resource is not shared by Microsoft.

Cancel Accept

At this point, you should have access to your secure folder into which you can drag and drop or upload your required documents. Depending on your company's network security settings, this process may look different to you. Please check with your IT team if you run into security challenges or access issues.