

Uploading ImagiNE supplemental Information to File Sharing system



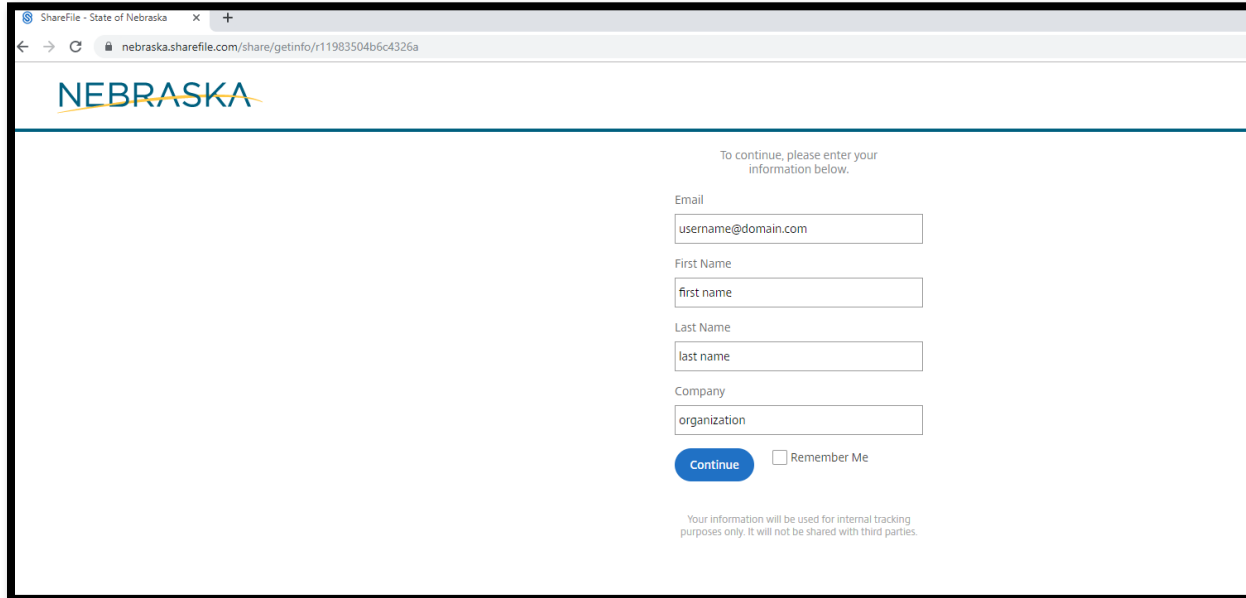
INTRODUCTION

- The Nebraska Department of Economic Development and Department of Revenue are using the State File Sharing system (ShareFile) to receive supplemental information from ImagiNE Act applicants or their designated representatives.
 - The following instructions are for the ImagiNE applicants or their designated representatives to upload their supplemental information

The Link

- A link has been created for use by the ImagiNE applicants and is available [here](https://nebraska.sharefile.com/r-rb3c9f455f04342a2a4c575f8da669ef0). (<https://nebraska.sharefile.com/r-rb3c9f455f04342a2a4c575f8da669ef0>)
- The individual uploading the validation form is required to input their:
 - Email address
 - First name
 - Last name
- Company Name is an **OPTIONAL** field – However:
 - The Applicant or designated representative should put pertinent information to either the application number or company applying for the incentive program.

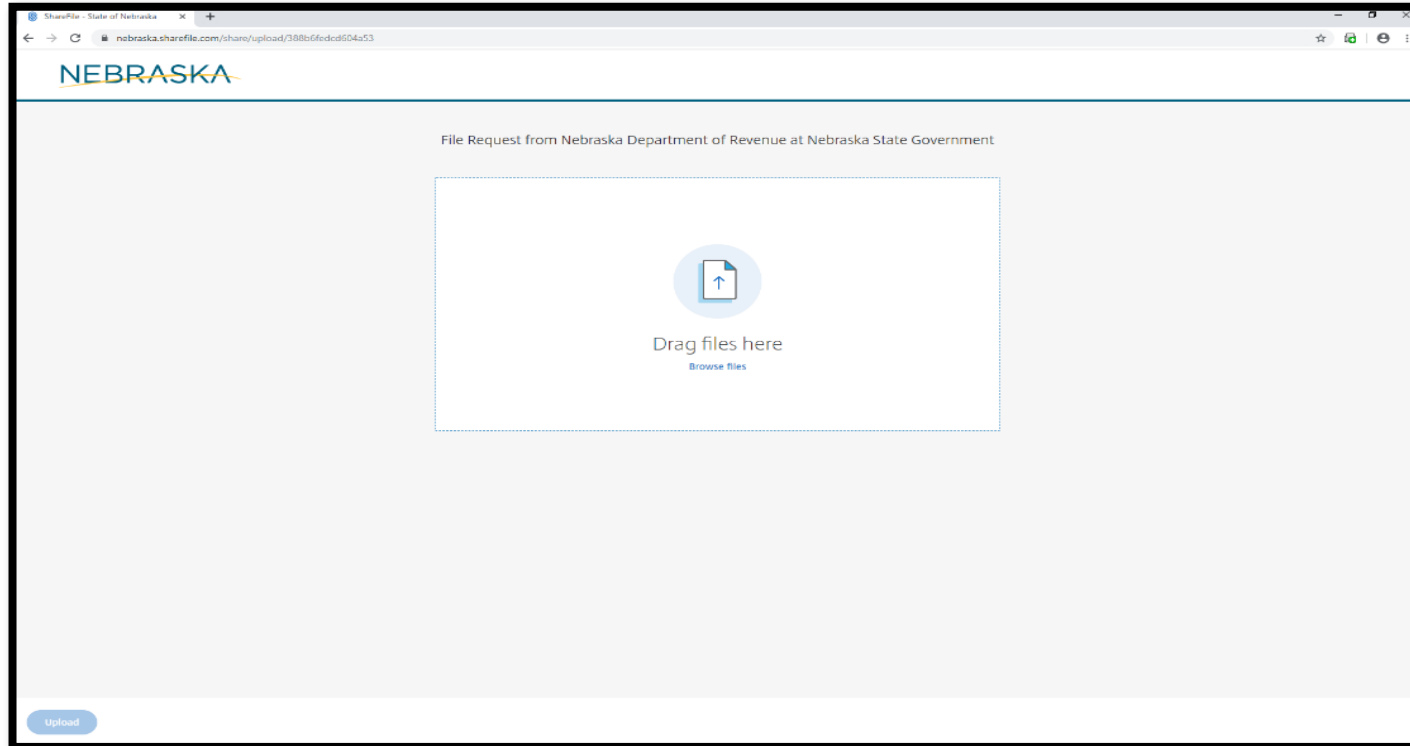
Contact information page



The screenshot shows a web browser window with the URL `nebraska.sharefile.com/share/getinfo/r11983504b6c4326a`. The page features the NEBRASKA logo at the top. Below the logo, a message reads: "To continue, please enter your information below." The form contains the following fields: "Email" (with the placeholder `username@domain.com`), "First Name" (with the placeholder `first name`), "Last Name" (with the placeholder `last name`), and "Company" (with the placeholder `organization`). At the bottom of the form, there is a blue "Continue" button and a checkbox labeled "Remember Me". A small disclaimer at the bottom of the page states: "Your information will be used for internal tracking purposes only. It will not be shared with third parties."

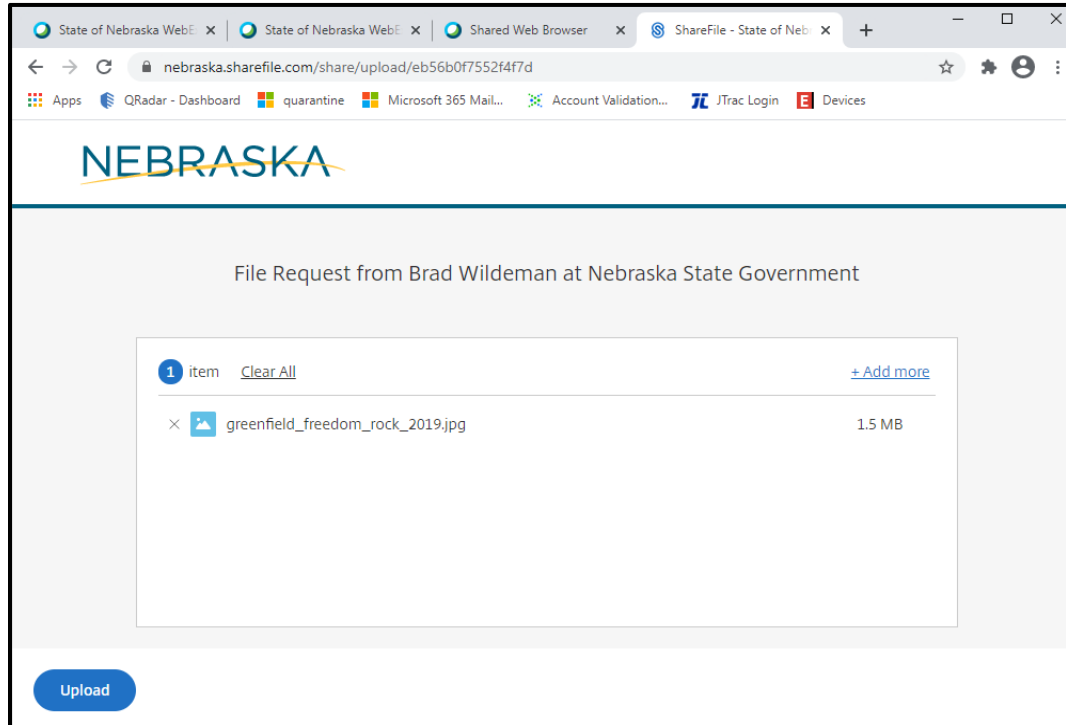
When all information is entered, click the blue “Continue” button to go to the actual upload page

Upload page



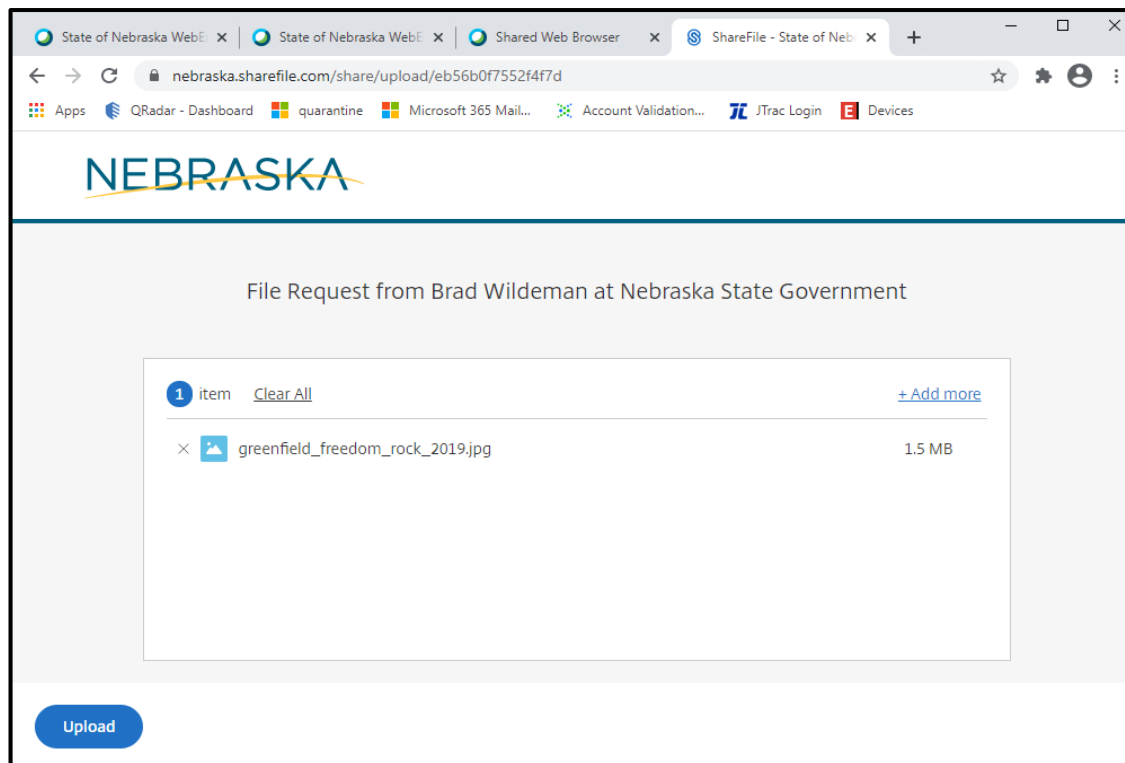
- Either “drag and drop” the supplemental information –OR- browse your computer to where the file is located, select the filename and hit enter.
- The file sharing system allows multiple files to be uploaded at the same time
 - Please include the application number somewhere in the file name to allow the State to identify who is providing the information.

Upload page (2)



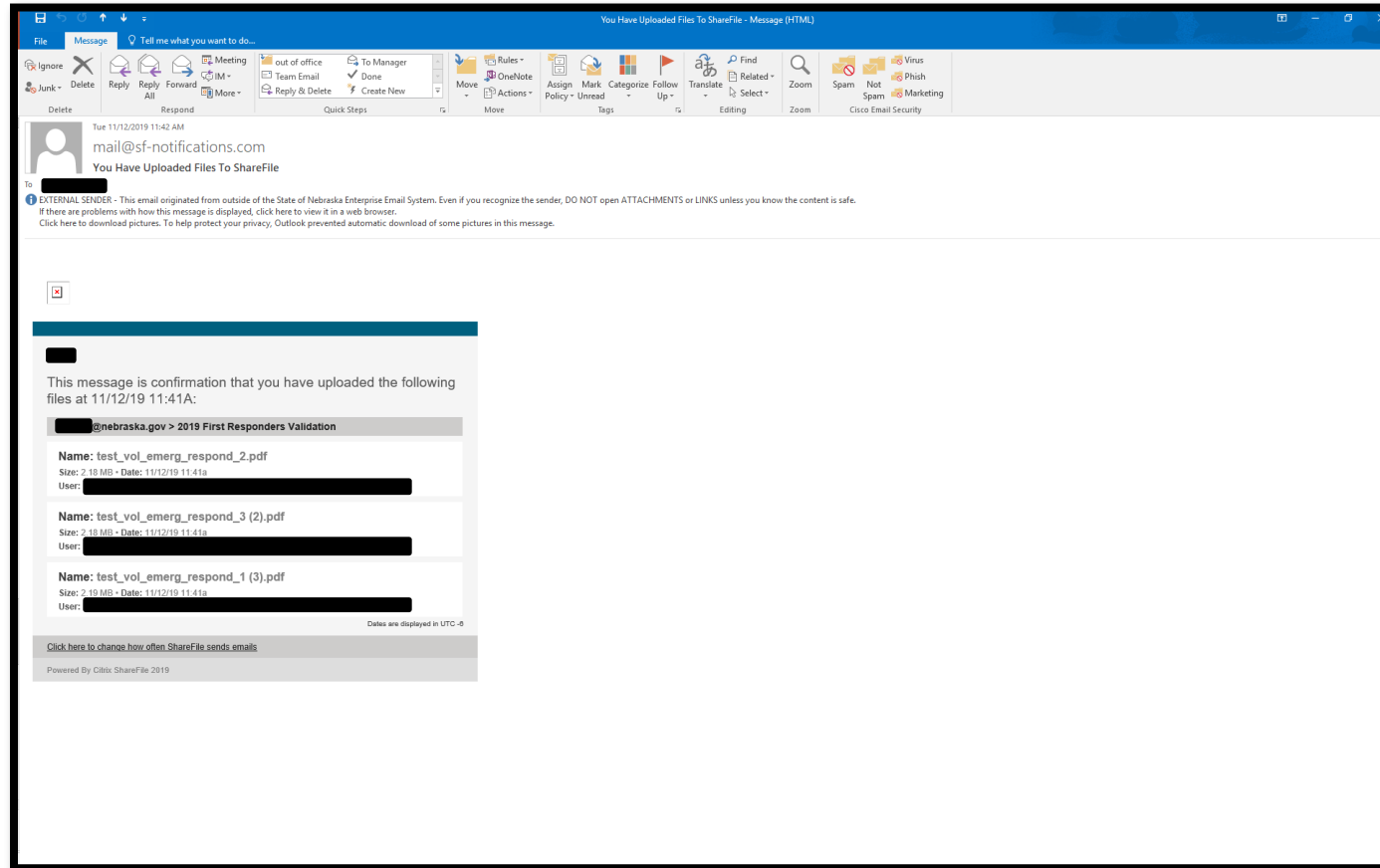
- You should see something like this showing your file is ready to be transmitted.
- Click the blue “Upload” button in the lower left-hand corner to send the file.

Upload page (3)



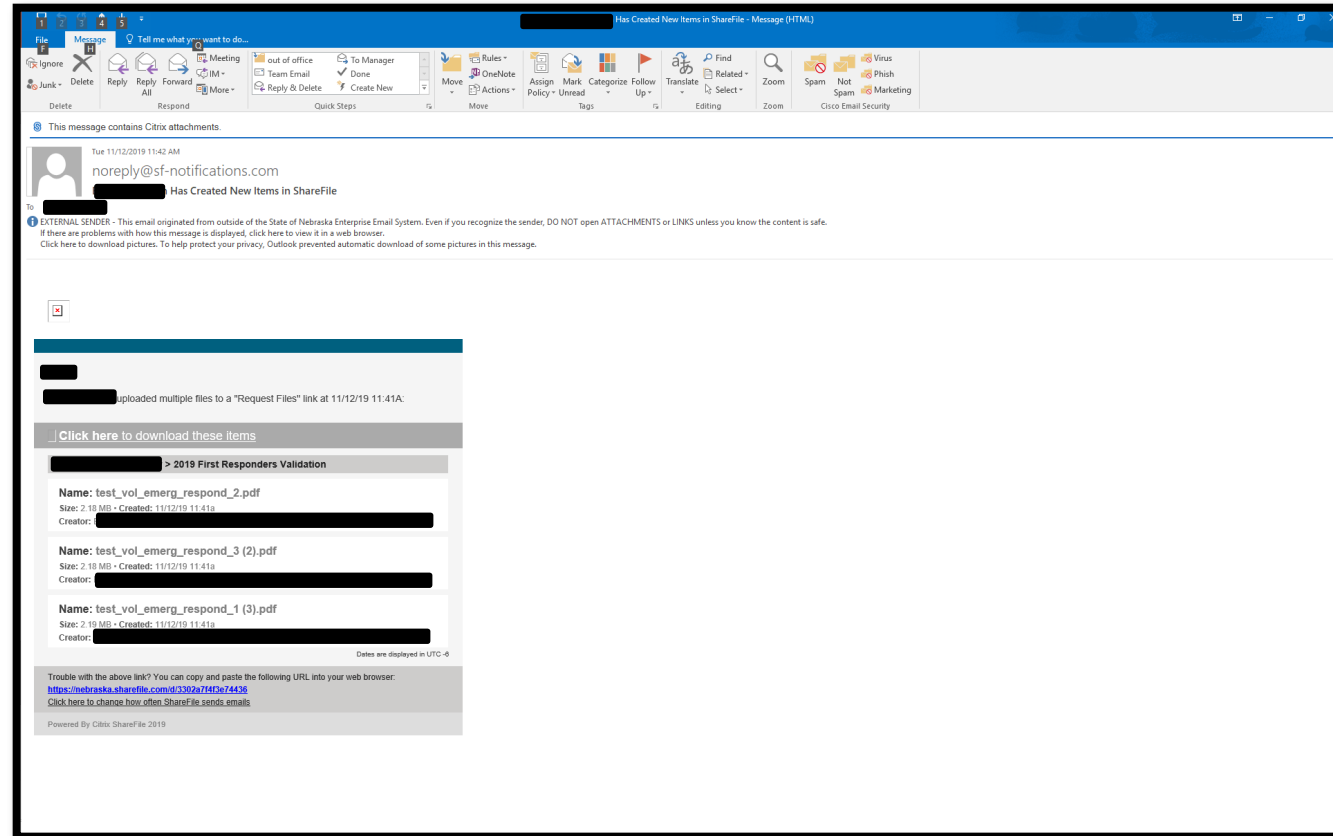
- When the upload is complete, you should see something like this
- Your work here is done, and you may close your browser.

Email verification for Applicants



- You will receive an e-mail at the address entered to provide validation that the upload was successful.
 - You will not be able to see what you or anyone else has uploaded
- The Agency will also receive email notification that file(s) were uploaded.

Email notification for Department



- The Agency will receive an email that looks like this showing that the Applicant or designated representative has uploaded a file

Questions

- If you have any questions or issues, please contact:

Nebraska Department of Economic Development

ded.imagine@Nebraska.gov

Phone: 402-471-3111