To upload the XMLs, access the Report Data Upload page, and then take the following steps:

1) Select the **Program Name**: Community Services Block Grant
2) Select the **Grantee Name**: [Your state]
3) Select the **Report Name**: either Module 2 or Module 4
   a. **Note**: you must upload each XML under the correct Module – i.e., Module 2 XMLs can only be uploaded under Module 2
4) Select the **Report Period**: 10/01/2017 – 09/30/2018

5) Once you have completed all of the fields, you will then see a box appear; you can drag and drop multiple files at once into the box or select files one-by-one by clicking “here” within the box.

**Note**: To check the status of your uploaded reports, select the plus sign next to My Upload Process. The uploaded files will either be in Pending, Saved, or Failed. In order to continue, all uploads should be in Saved status. If an Upload status shows as Failed, please contact please send an email to Monique Alcantara and Niki Frazier, as well as Katy Kujawski and Kyle Gasser of the National Association of State Community Services Programs (NASCSP).
6) Once you are done adding all of the XMLs for each Module, return to the OLDC homepage.