



1. Go to the VHASS website: <http://vhass.org/> Login using your username and password.



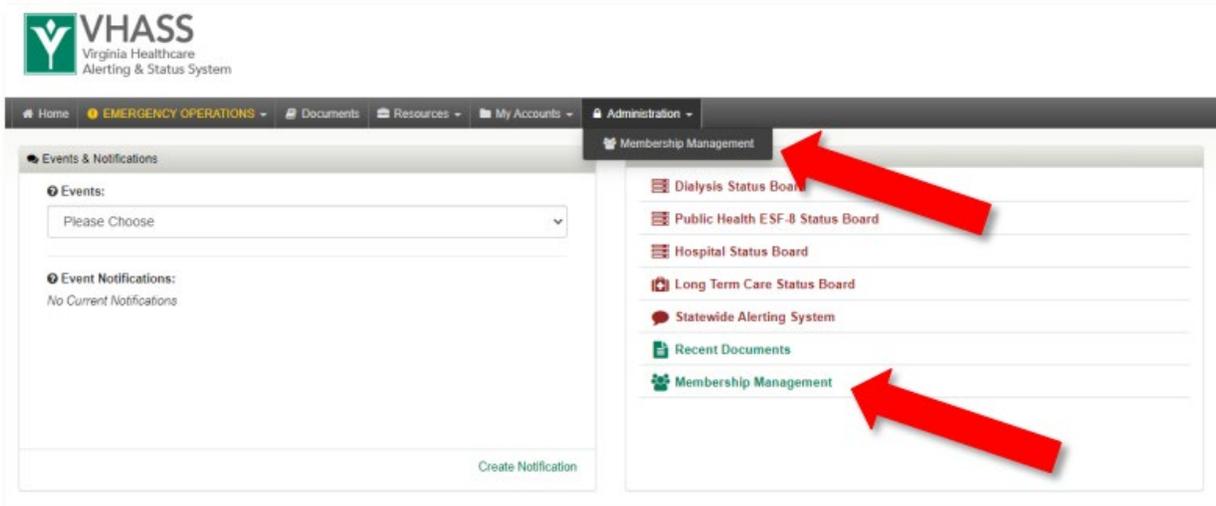
2. To upload documents to the organization’s profile, you must be the Designated Organization Contact or Designated Organization Contact (ALT) for the account.



****If you are not the Designated Organization Contact or Designated Organization Contact (ALT), you cannot upload documents. Please contact the individuals listed in the Support and Organization contact box.**

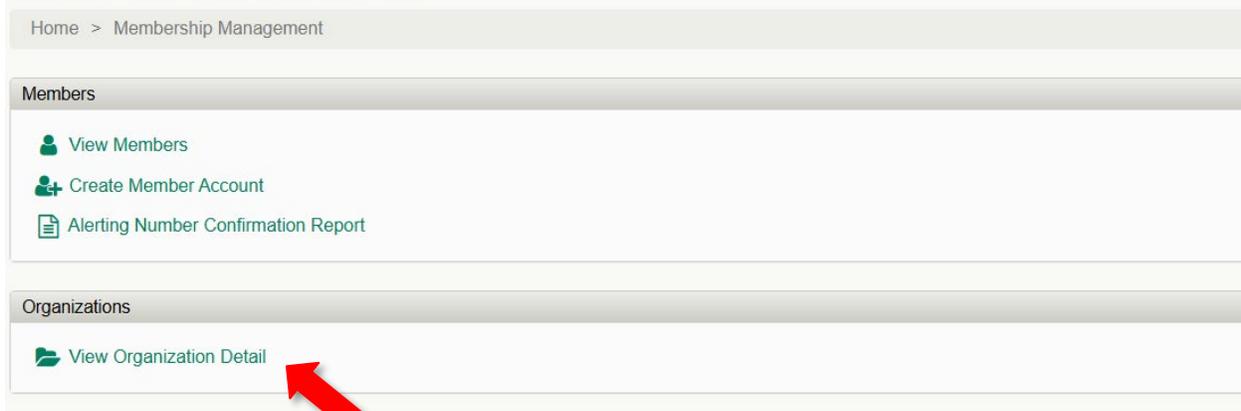


3. Under the “Administration” tab, click “Membership Management” or click “Membership Management” under quick links.



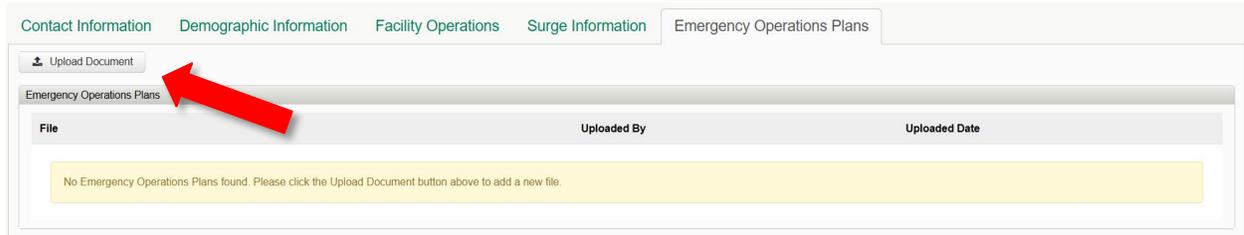
4. Click “View Organization Detail”

Membership Management

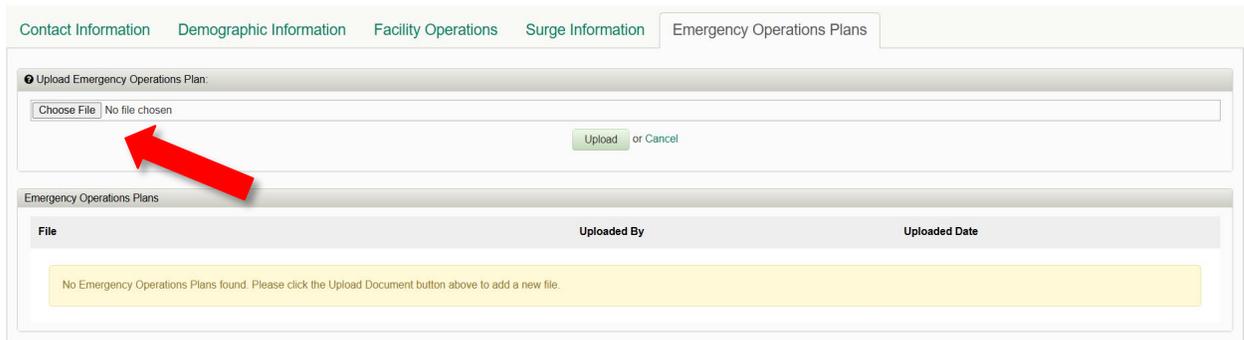




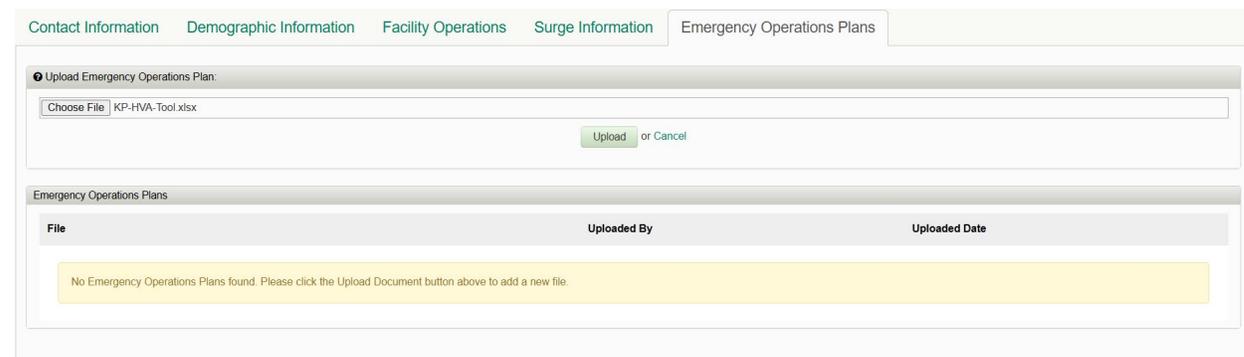
5. Under the “Emergency Operations Plans” tab, click upload document



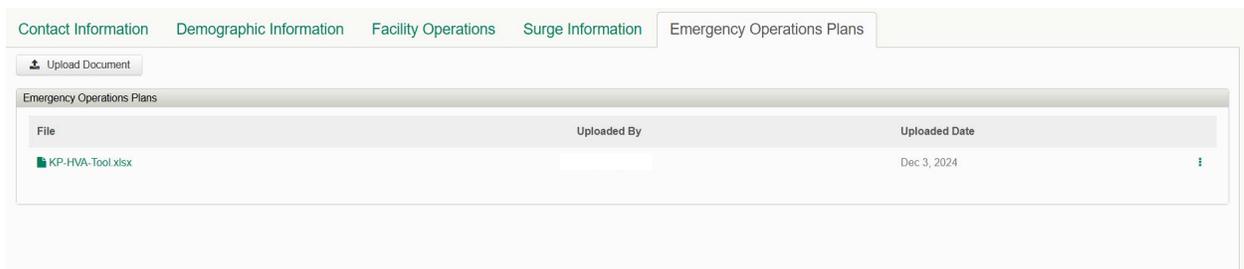
6. Click “choose file” to find the document you would like to upload.



7. Once you have your file selected, click “upload.”



8. A successful upload will be stored under the “Emergency Operations Plans” tab.



Contact your healthcare coalition for assistance - <https://vhass.org/regional-contacts/>