

Fax to File: How to Create a PDF from a Paper Copy

Certain grant applications will require you to submit documents such as your organization's Form 990 or IRS Determination Letter.

This tutorial will give you step-by-step instructions for using the Online Grant System's "Fax to File" tool, so that you can turn a paper document into a PDF file that can be uploaded on the grant application form.

Equipment Needed:

- A paper copy of the document you would like to upload (e.g., your 990)
- A fax machine
- Your computer, connected to the Internet

How to Do It:

Step 1: Log in to the MOWAA Online Grant System

You must be logged in to the Online Grant System to use the Fax to File tool. For instructions on setting up a user account, please see the "Getting Started: Creating a New Account and Logging in" guide, available at www.mowaa.org/grants.

Step 2: Click the "Fax to File" Link



Step 3: Request a Fax Number

Click the button that says "Request a Fax #."

Close Window


Fax to File

Welcome to the FaxToFile tool. The purpose of this tool is to help you convert documents from hard copy format to digital format so that they may be uploaded in any of the forms through the grant process.

How To Use The Tool:
Using the fax tool is incredibly simple:

1. To start, click the **"Request a Fax #"** button below and you will be presented with a toll-free fax number. Once you have a fax number, you will have a 20 minute period to fax needed documents for conversion.
2. Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to .pdf format.
3. Click the Finished Faxing button to see your list of files
4. Converted documents will be available to download to your computer. After downloading to your computer, you will then be able to upload the documents at the appropriate time during the online application process

Request a Fax #



Note: Make sure you have all of your documents together and ready to fax before you complete this step. Once you request a fax number, you will have 20 minutes to complete your faxing.

Step 4: Fax Your Document

Fax your documents to the number listed on your computer screen.

- The file that is created will contain all of the pages you fax, in the order faxed. You do not need to include a cover sheet.

Once you have finished faxing your document(s), click the "Finished" button on the Fax-to-File screen.

Close Window

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Toll Free: 1-866-459-9961

When you have finished faxing your files, click the "Finished Faxing" button to be taken to the received faxes list.

Finished Faxing

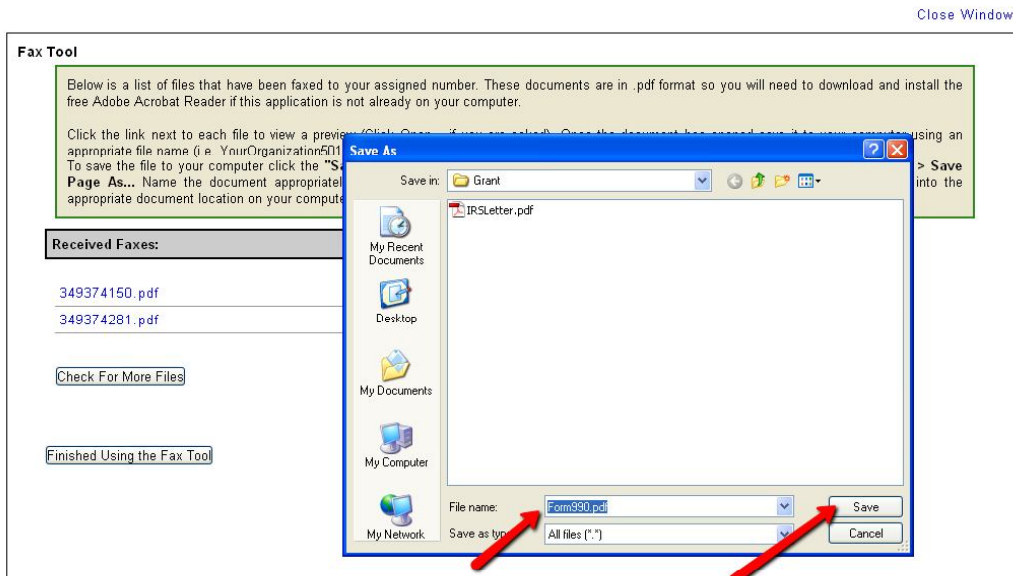
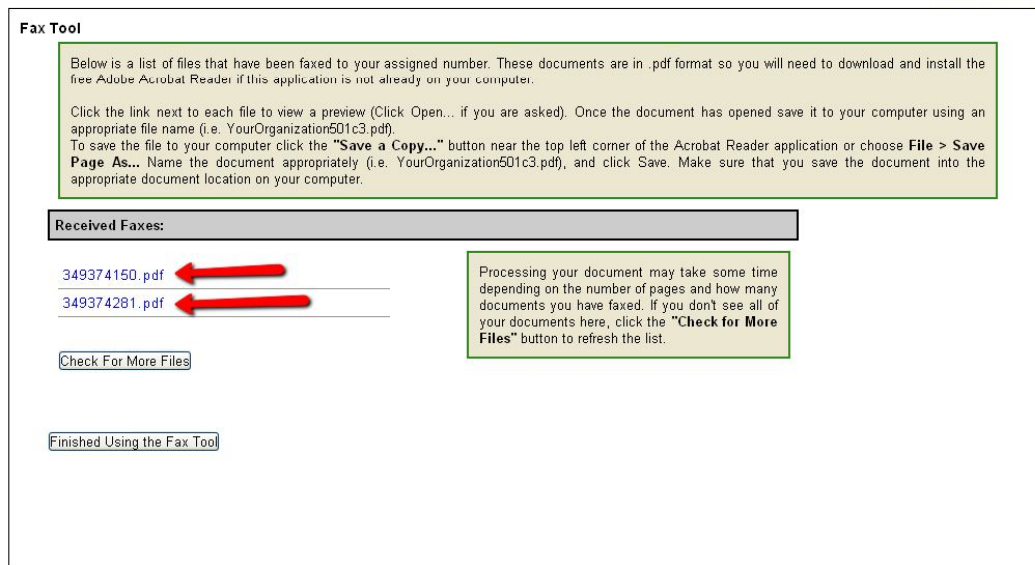


Tip: You can create several files by sending more than one fax.

- For example: If you fax a 5-page Form 990, and then you fax a 1-page IRS determination letter – the Fax to File will generate one, 5-page PDF document for your Form 990, and it will generate a separate 1-page PDF document for your IRS determination letter.

Step 5: Download Your PDF Files

You will see a list of the document(s) created from your fax(es). **Save each file to your computer** by right-clicking on the file name with your mouse, and choosing “Save Target As.” If you give the file a more meaningful name (e.g., “Form 990”), it will help you locate the correct file later on.



Step 6: Upload Your PDF Files on the Application Form

Open the grant application you are working on, and find “file upload” question which requests the document.

Click the “Choose” button, and locate the file that you just saved.

Documentation

IRS Determination Letter*
Provide a copy of your IRS Determination Letter.

To complete the upload process, you must save this application using the "Save as Draft" button at the bottom of the form.

If you do not have an electronic copy of this document, you may use the "Fax to File" tool to create a PDF file. A tutorial is available at www.mowaa.org/grants.

[File Upload Status: No file uploaded.]

Choose... [2 MB(s) allowed] ?

IRS 990 Form*
Provide a copy of your organization's most recently filed Form 990.

Then, click “Open” to add this file to your application.

Documentation

IRS Determination Letter*
Provide a copy of your IRS Determination Letter.

To complete the upload process, you must save this application using the "Save as Draft" button at the bottom of the form.

If you do not have an electronic copy of this document, you may use the "Fax to File" tool to create a PDF file. A tutorial is available at www.mowaa.org/grants.

[File Upload Status: No file uploaded.]

IRS 990 Form*
Provide a copy of your organization's most recently filed Form 990.

Audited Financials*
Provide a copy of your organization's most recently filed Audited Financials.

To complete the upload process, you must save this application using the "Save as Draft" button at the bottom of the form.

If you do not have an electronic copy of this document, you may use the "Fax to File" tool to create a PDF file. A tutorial is available at www.mowaa.org/grants.

[File Upload Status: No file uploaded.]

My program is a...

In order to finish the upload process, you will need to save your form. Scroll to the very bottom of the page, and click the "Save as Draft" button.

MOWAA urges all applicants to review carefully the [Vision Grant Agreement Template Draft](#) because terms and conditions to which a Grantee must agree if awarded a Vision Grant.

Enter your full name to indicate your agreement with these terms.
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Submission Instructions

You do not need to complete this application in one sitting: you may save your work and continue at a later time.

When you are ready to submit your final proposal, click the "Submit Form" button below. Please note that you can edit or change any information once your proposal has been formally submitted.

To print a copy of this proposal for your records, please use the "Print Packet" link, located at the top of this form.

The document has correctly uploaded when you see the text "File Uploaded" below the question. If you need to, you can always click the name of the file to open and view the document.

Documentation

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[2 MB(s) allowed] ?

[File Upload Status: IRSLetter.pdf uploaded]

IRS 990 Form*
Provide a copy of your organization's most recently filed Form 990.

If you have any questions about the Fax to File feature, please contact Andrew Owens at 703-548-5558 or grants@mowaa.org.