How to Upload Proposal or Bid Documents

1. Login into http://newhavenhousing.cobblestonesystems.com/gateway
2. Select **All Solicitations** from the Solicitions Menu.
3. Select **View** for the solicitation that you are interested in submitting either for a proposal or bid.
4. Scroll down to the section where is say *My Files*. Picture is below.
5. Click the **Select** button. This will allow you to upload the full proposal or bid. **DO NOT** upload one page or section at a time. You must save the entire document as **ONE FILE** prior.
6. You can give the File a description if you'd like. It is not required.
7. Select the **Save File** button.
8. If you want to confirm that your file has been received, you may email LaVonta Bryant at lbryant@elmcitycommunities.org.

My Files

Select File:

| | Select | -- Select File Category -- ▼ |

Description:

Save File