

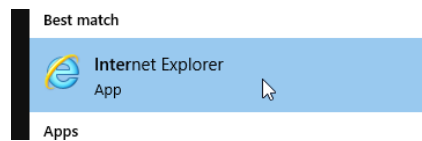
### Updating worksheets

- ✓ Worksheets must be completed in Internet Explorer not Edge. Both have similar icons. Here's how to verify you have the right browser:




- Click the “Windows” button appearing in the lower left corner of your Windows Personal Computer

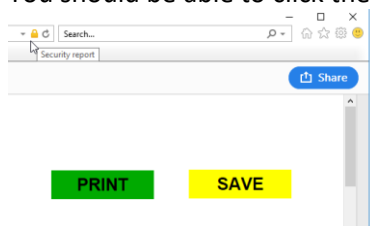
- Begin typing the words: Internet Explorer, at the top of the menu the following will display:



- Click on Internet Explorer to launch the browser
- Copy and paste our website address into the Browser:

<https://health.mo.gov/safety/medical-marijuana/how-to-apply-fi.php>

- Scroll down the page, launch a Worksheet by clicking the icon 
- Follow the instructions within Worksheet to complete
  - Do not download the worksheet as unexpected results may occur; fill out the worksheet within the browser window
- You may copy/paste text into the form, but pay caution to extra characters spaces, hyphens etc. that may come across as a result of the text editor used; this may inadvertently affect your word count
- Click out of each text box and on to the Word Count box to view the Count
- You should be able to click the Yellow Save button and a Save As dialog box pop up



- Save the file with a format such as:
  - WS#\_TempIDNoSpaces\_Redacted
  - WS#\_TempIDNoSpaces\_Unredacted
  - WS#\_TempIDNoSpaces\_Redacted\_a
  - WS#\_TempIDNoSpaces\_Unredacted\_b

NOTE: Icons appearing in the upper right corner of the Internet Explorer browser (House, Star, Wheel and Smiley) are all hints that you are using the correct browser: Internet Explorer

Worksheets will not work correctly in Microsoft Edge. Edge's Icon looks like this:




Avoid using this and other browsers such as Chrome, Firefox to complete worksheets



## Viewing Worksheets - before submission to the Department

If you are launching your worksheets before you submit or resubmit if rejected, try using the

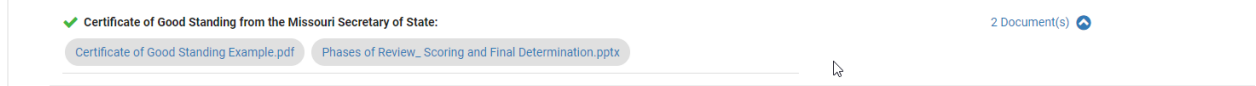
Download arrow instead of the Hyperlink to the File Name.  The Hyperlink launches the worksheets in CHROME which distorts the worksheets. Save the file to your desktop. Right click on the saved file and choose Open with>Adobe Acrobat to launch. Likely your check marks are there, the check boxes are checked and the if you click in the worksheet narrative boxes, the scroll bar pops up. Rest assured, redacted documents will be passed to our Blind Scorer in a PDF format. The Blind Scorer will not be reviewing redacted documents in Google Chrome which tends to distort the file.

## Viewing Worksheets - After submission to the Department

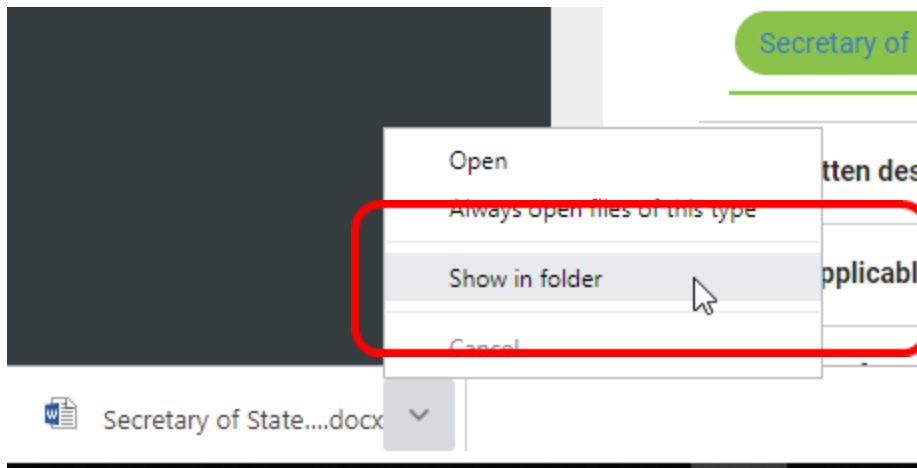
On that same note, after the application has been submitted. If you attempt to view the Worksheets, they will still launch in Google Chrome. Try downloading and saving your Worksheet to your Windows PC and launching it in Adobe Acrobat Viewer.



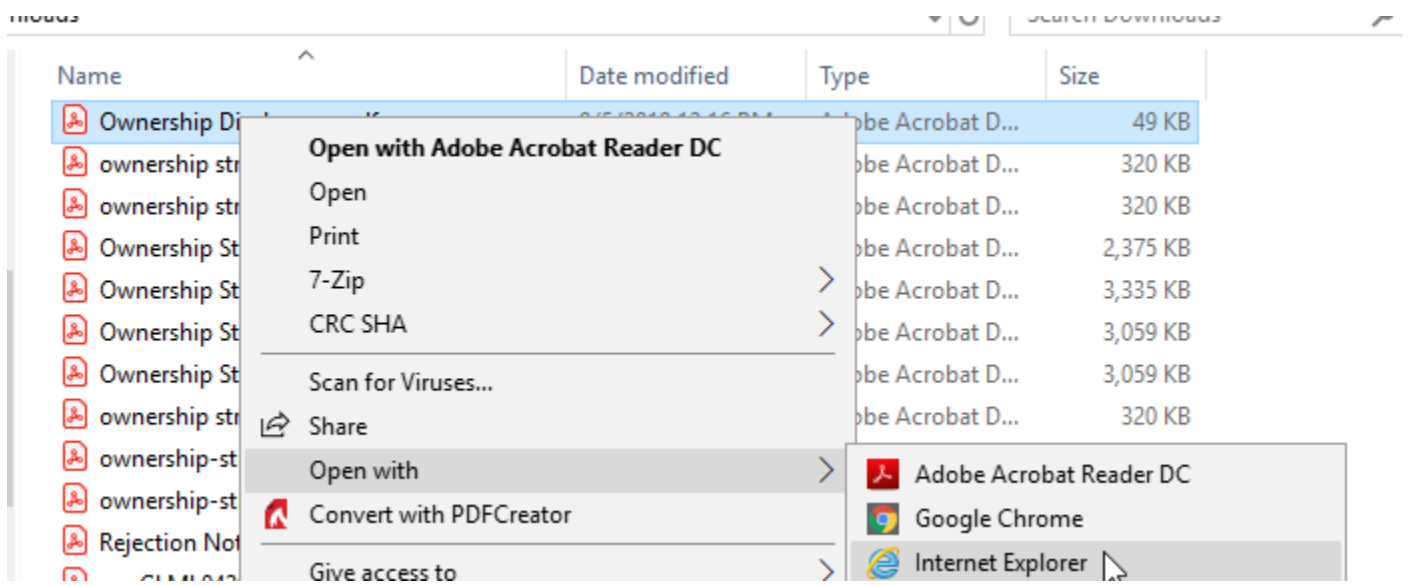
- Log into the portal using Google CHROME
- Navigate to the Documents or Worksheets area



- Click on the document (appears in a bubble)
- When the file name displays in the lower left corner window (e.g. below), click on the up arrow and click “**Show in Folder**” – this is critical otherwise the file will launch in Chrome



- A window should display showing the downloaded file
- Right click on the file appearing in the DOWNLOAD window
- Select, Open with Internet Explorer - how does the worksheet display?

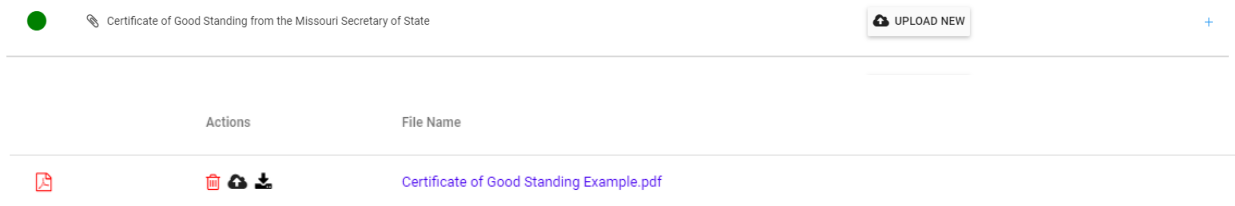



## Deleting, Viewing, Uploading Documents and Worksheets

Note: You will only be able to upload new, delete or edit worksheets



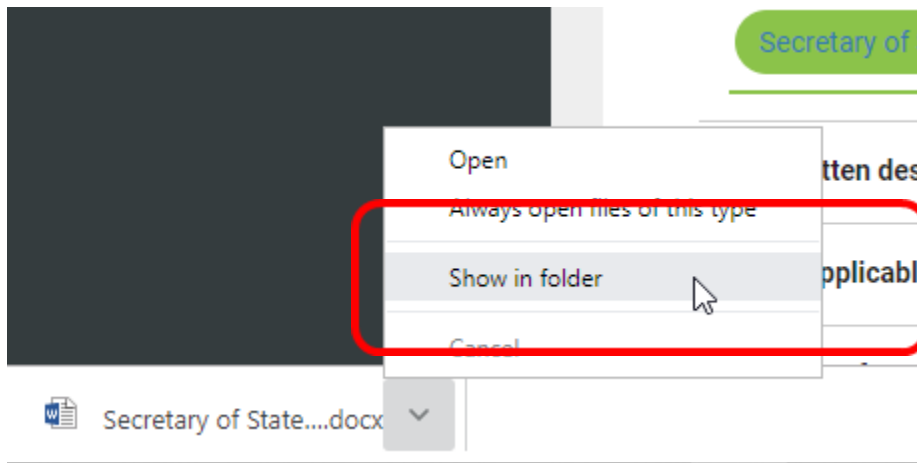
- Log into the portal using Google CHROME
- Launch your application
- Click on the “Documents” tab
- Click on the “Requirement” label to expand



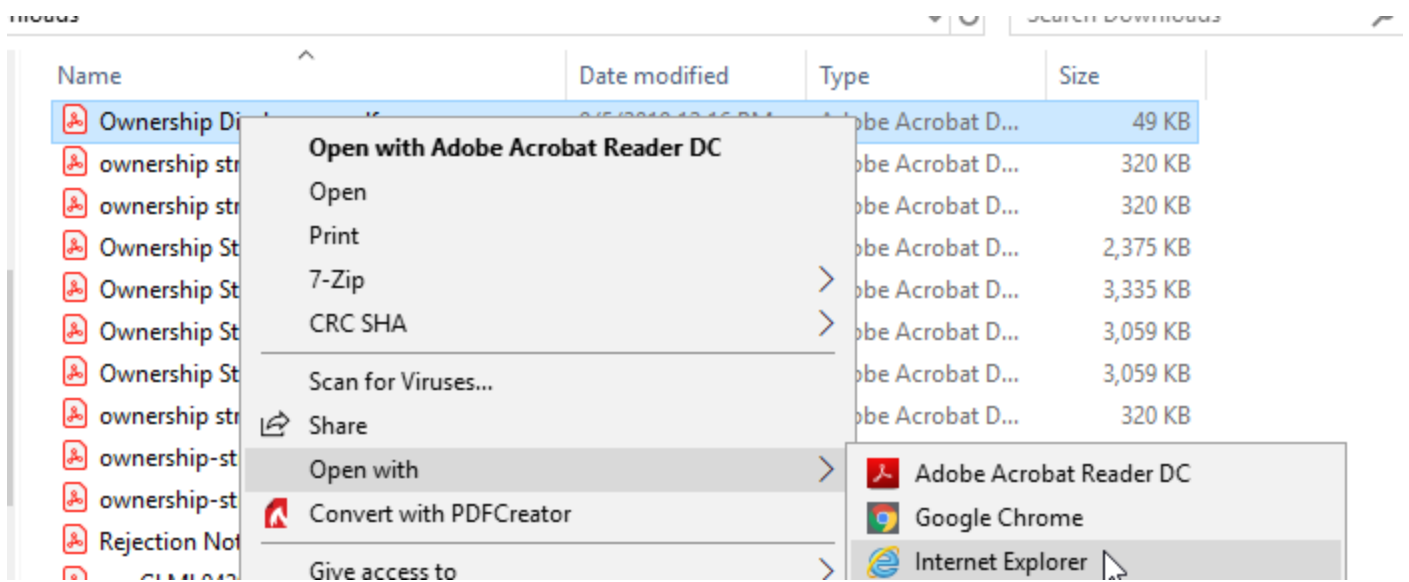
- Click the “Trash Can” – if you wish to delete the existing file
- Click the Black Download Arrow  to download to view or edit the file; this action will not replace the existing file within the portal

**Note:** DO NOT CLICK ON THE FILE NAME link to launch the file as the file may appear distorted due to the browser

- When the file name displays in the lower left corner window (e.g. below), click on the up arrow and click “**Show in Folder**” – this is critical otherwise the file will launch in Chrome



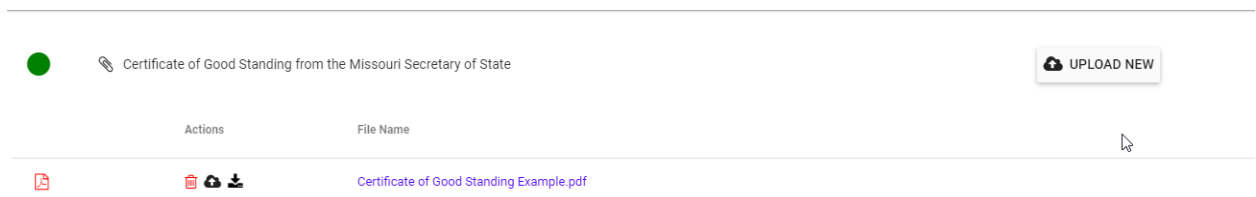
- A window should display showing the downloaded file
- Right click on the file appearing in the DOWNLOAD window
- Select, Open with Internet Explorer - how does the worksheet display?



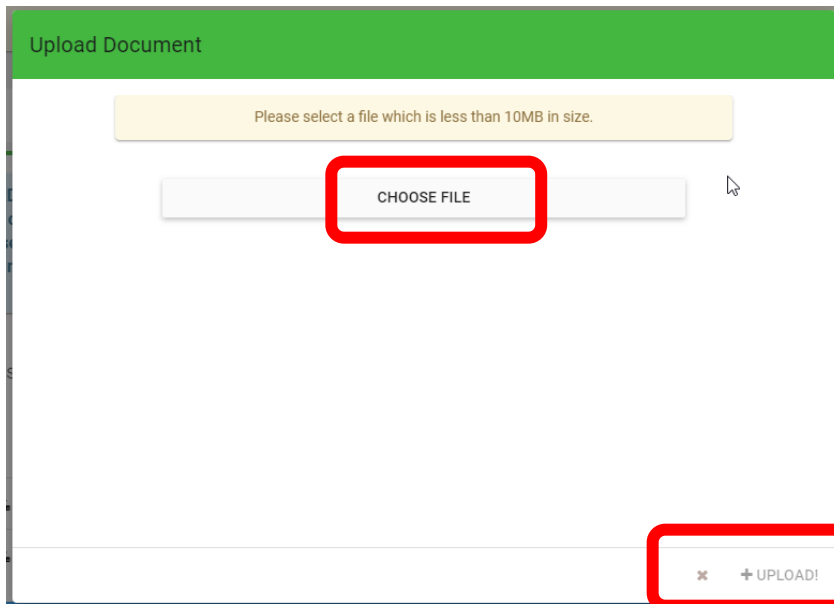
- Make any edits
- Be sure to click Save or SAVE AS if you wish to save the file to a location OTHER than the downloads folder: Be default the file will save to the folder location where it downloaded
  - Click the YELLOW SAVE button if a worksheet
- Note: the updated file has been downloaded from the portal – it did not replace the existing file; follow the steps to delete the existing file and Upload a New File if you wish to replace a file

## Uploading a New File

- Click Upload New button



- Click choose file



- Navigate to the Downloads folder or alternate location if you chose one upon saving/editing the file
- Select the file, click Open
- Be sure to click the UPLOAD button in lower right corner of the screen

