

Steps to Upload Documents to the DVPI Data Portal for the Continuation Application **FOR FEDERAL AWARDEES**

Step 1: Login to the DVPI Data Portal at: <https://seal6.ihs.gov/bhportal/index.php?action=login>
In the upper right hand corner, you will click on “Login.” You will be taken to the DVPI portal for secure login.

Step 2: Enter your project Username and Password. Then choose the appropriate portal option, “DVPI” from the pull down menu just below where you enter your login information. This will take you to the **Project Manager page**.

Step 3: Scroll down to the middle section and you will see **Document Manager**.

Step 4: Click on **Select Reporting Period** and select the appropriate reporting period that you will submit your continuation application for. For example, choose “C1_2018-19_YR5” if you will be submitting a continuation application for Year 5 of your project.

Step 5: Click on **Select File Type** and select **CA**. “CA” represents “Continuation Application.”

Step 6: Select **Choose File** and a pop-up window should open and then you choose the file to upload as your Continuation Application.

Step 7: Click on **Upload**. Your file should be uploaded.

IMPORTANT TIPS:

- **Proper labeling of your continuation application submission is important.**
The Continuation Application should be labeled with the following file name format:
Federal Project ID#_Upcoming Project Year_ContApp. For example:
BH15FED1111_YearX_ContApp
- The continuation application should include the following documents in **one PDF** file.
The entire continuation application should include, in one (1) document the:
 - DVPI Project Narrative
 - DVPI Project Timeline
 - DVPI Budget and Budget Narrative
 - Biosketch(es) for key personnel (if applicable)

If you encounter any issues with your login, password, or uploading documents to the DVPI Portal, please contact your assigned [Area Project Officer](#).

The deadline to complete and submit the continuation application is Saturday, June 1, 2019.