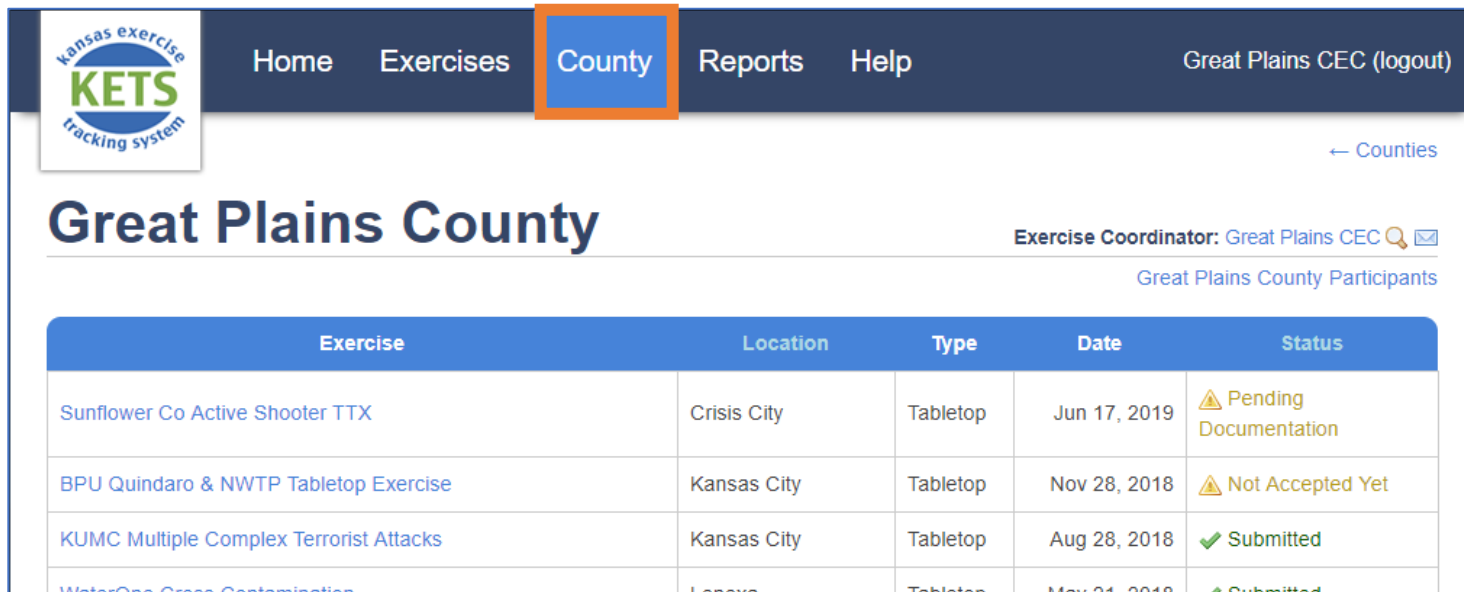# Step 5: Upload County Documentation

*The **County Exercise Coordinator** is responsible for uploading the **AAR** and **IP** (or **TEPW Calendar**) for their county.*
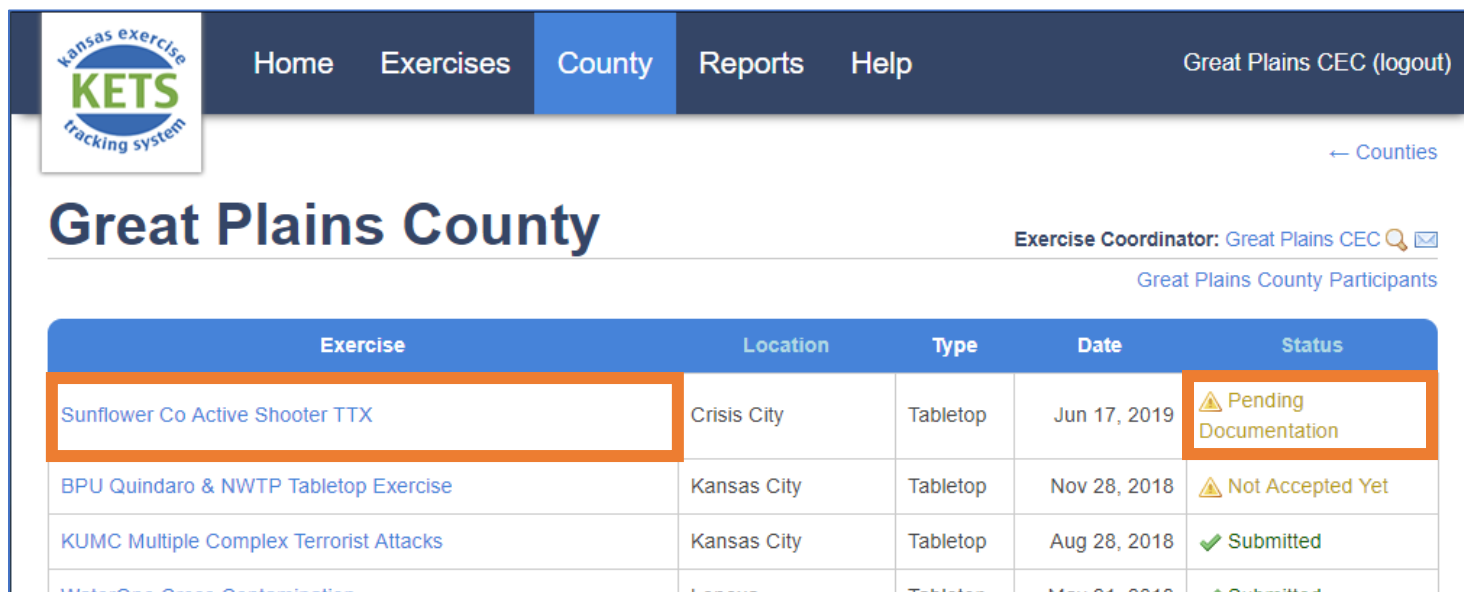
1. Click **County** in the header menu.

2. Click the name of the exercise that needs documentation uploaded for the county. The status column indicates if an exercise is "Pending Documentation".

3. On the **Exercise Summary page**, scroll down to the **Counties box**.

4. Click **Show**.

5. Click **Add County File**.

6. Select the applicable **file type(s)** for the file being uploaded.
E.g. If the file being uploaded includes both the AAR and IP, check both boxes.
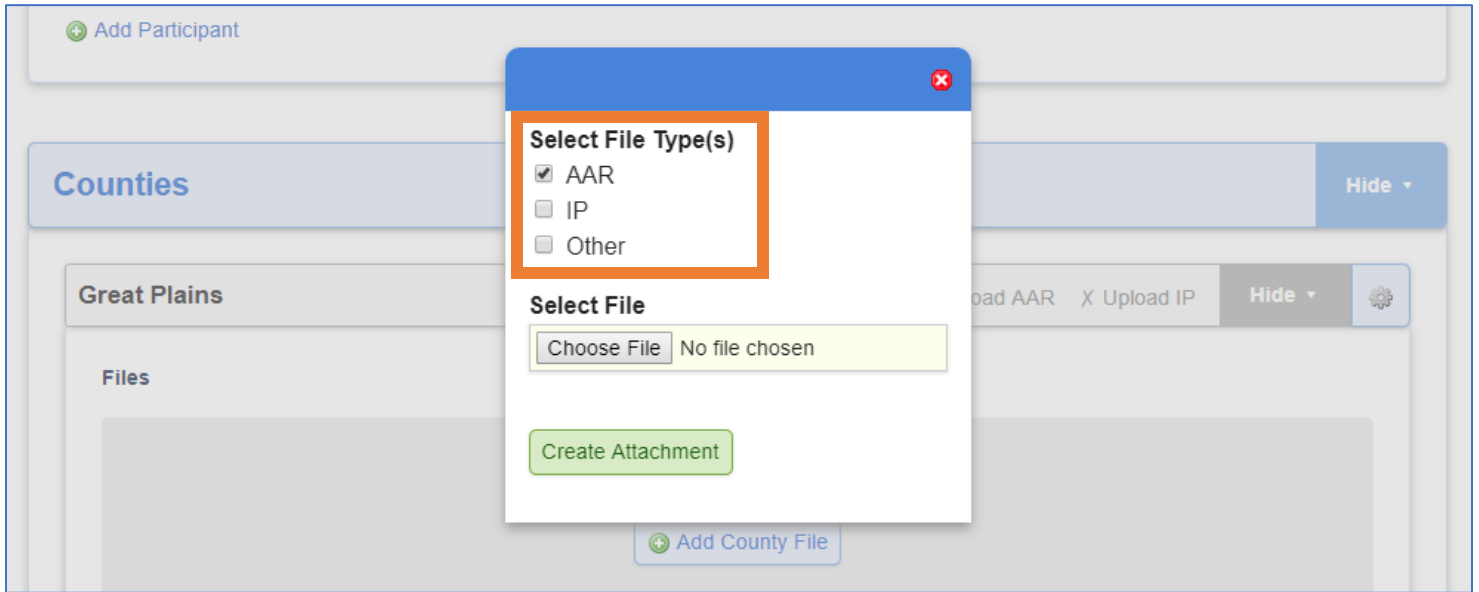
7. Click **Choose File** or **Browse…,** depending on the browser.
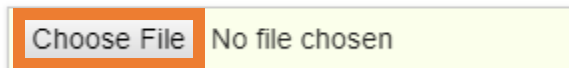
8. Find and select the file to upload. Click **Open**.
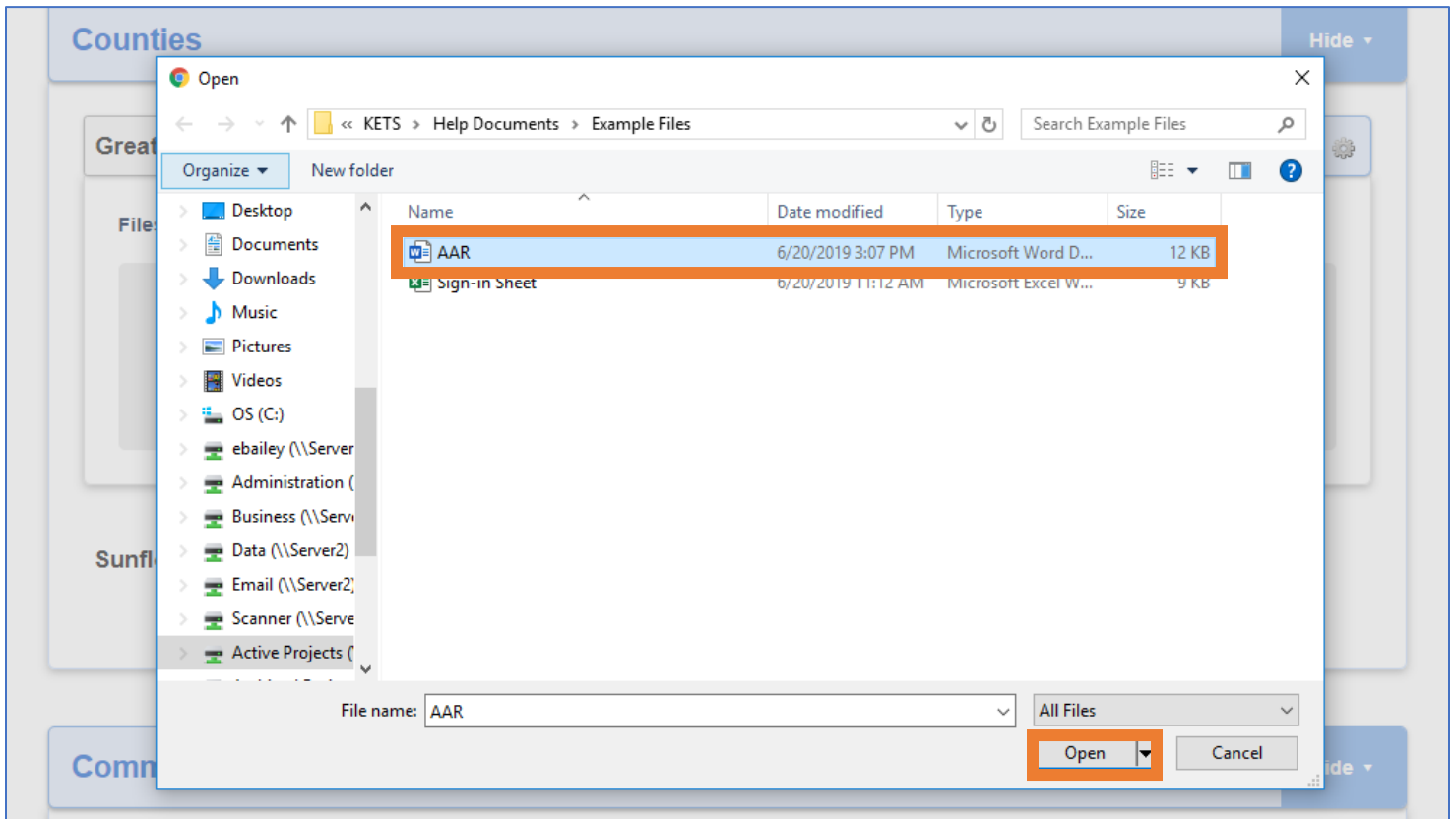
9. The file name will appear next to the Choose File or Browse button. Click **Create Attachment**.
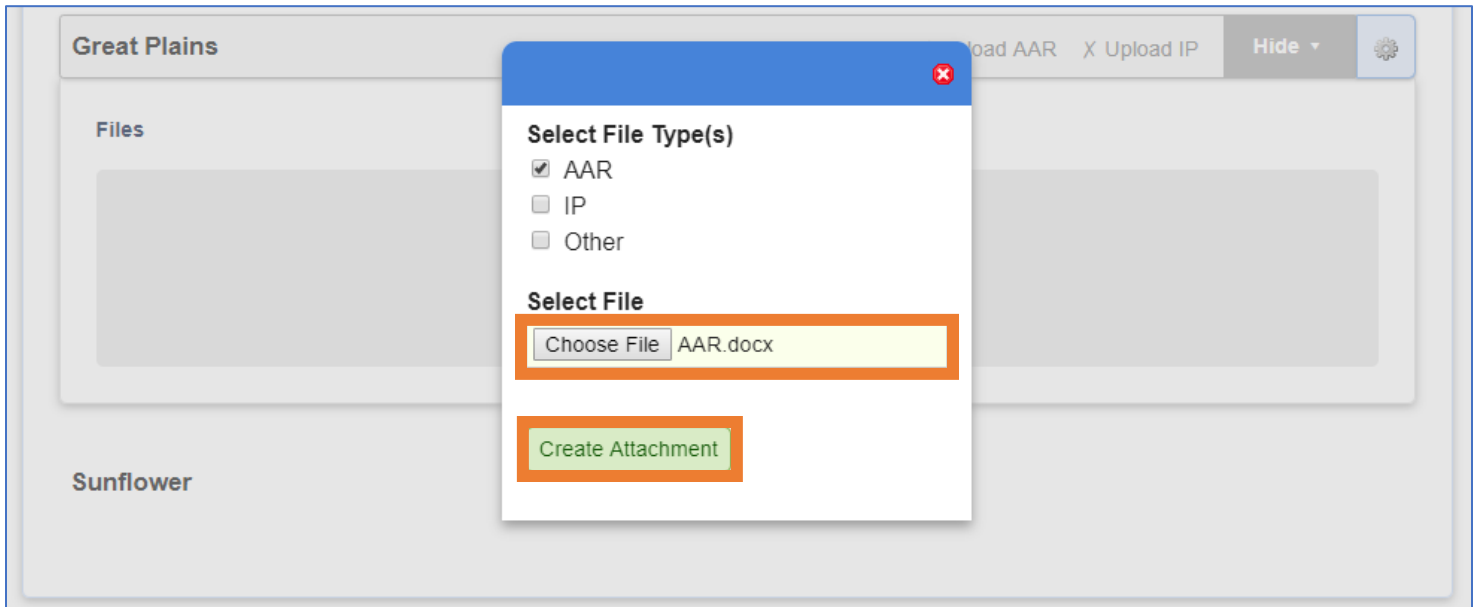
10. The file will appear in the **Counties** box.
    To edit or delete an uploaded file from the exercise, click the **blue gear icon**.
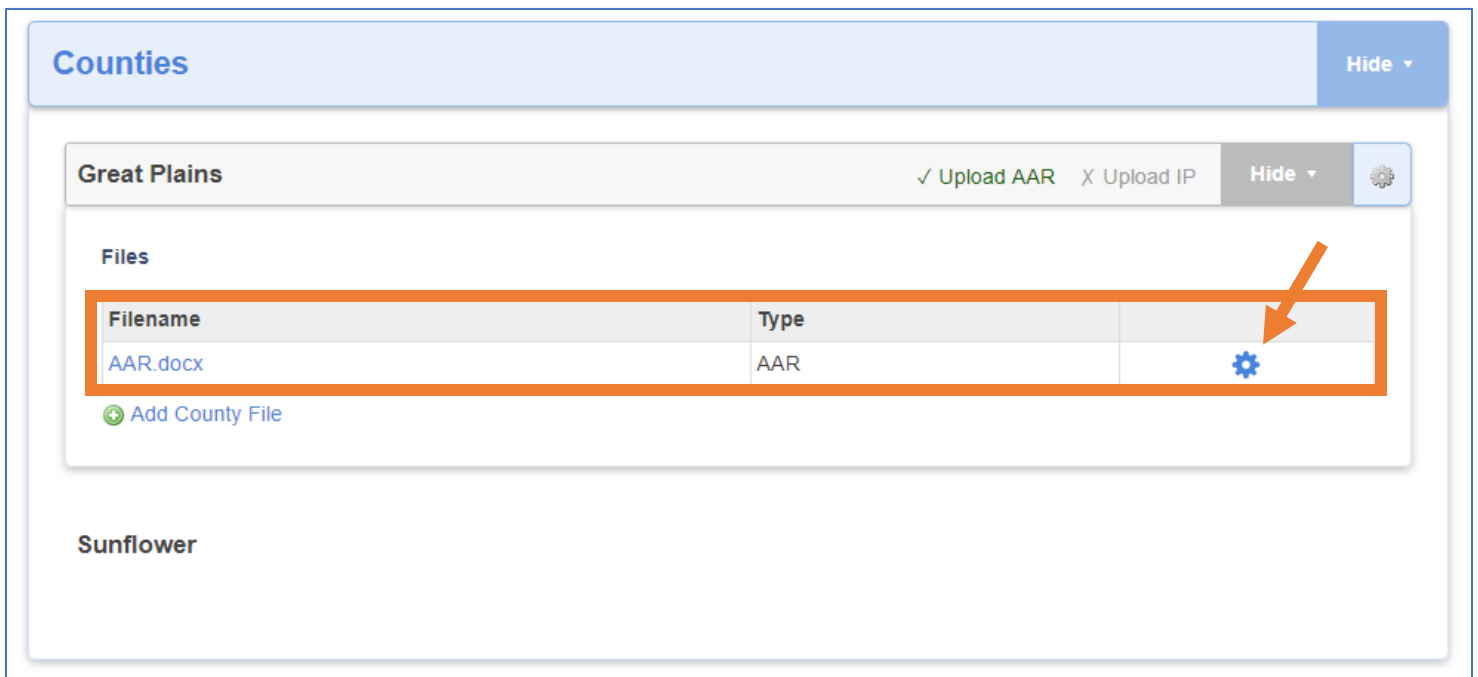
11. Click **Add County File** to add another file. Both an AAR and IP (or a combined document) must be uploaded to submit the documentation.

12. Once the AAR and IP have been uploaded, click the **green submit icon**.

13. Click **Submit Documentation**.

14. Answer all **submission questions** accurately.

15. Check the box to certify the data is true and agree to the terms. Click **Submit Exercise**.

Did your Improvement Plan identify at least 3 measurable corrective actions for your county? ○ Yes ○ No

☑ * I hereby certify that the data contained within this report submission is true and accurate and adheres to EMPG grant guidance. I understand all EMPG project reports and records are subject to further review by KDEM and US DHS/FEMA, and that any false/inaccurate reports may lead to a possible payback of reimbursements and subsequent loss of current and future EMPG grant funding.

Submit Exercise

16. At the top of the screen a green banner will show the message "Successfully submitted exercise for county credit!". In the **Counties** box, the county will now show "County Documentation Submitted".

Successfully submitted exercise for county credit! [hide]

KETS kansas exercise tracking system

Home   Exercises   County   Reports   Help   Great Plains CEC (logout)

Sunflower Co Active Shooter TTX

Type   Tabletop

Date   Jun 17, 2019

⊕ Add Participant

Counties   Hide ▾

Great Plains   ✓ County Documentation Submitted   Show ▸

Sunflower

Comments   Hide ▾