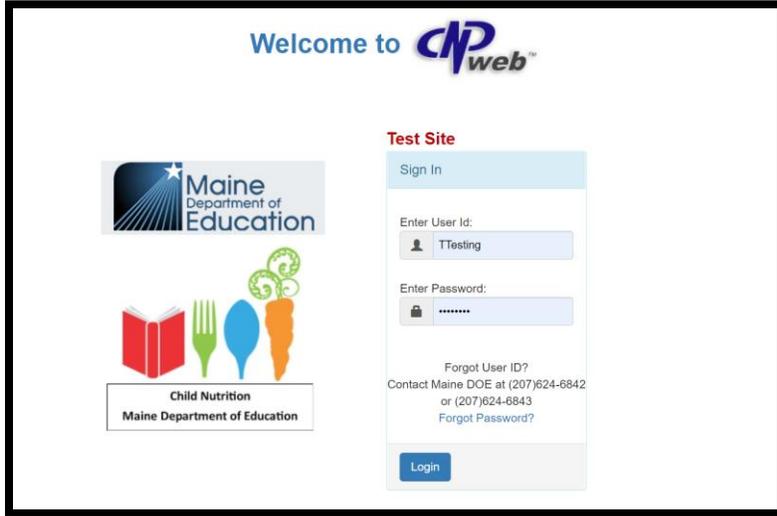
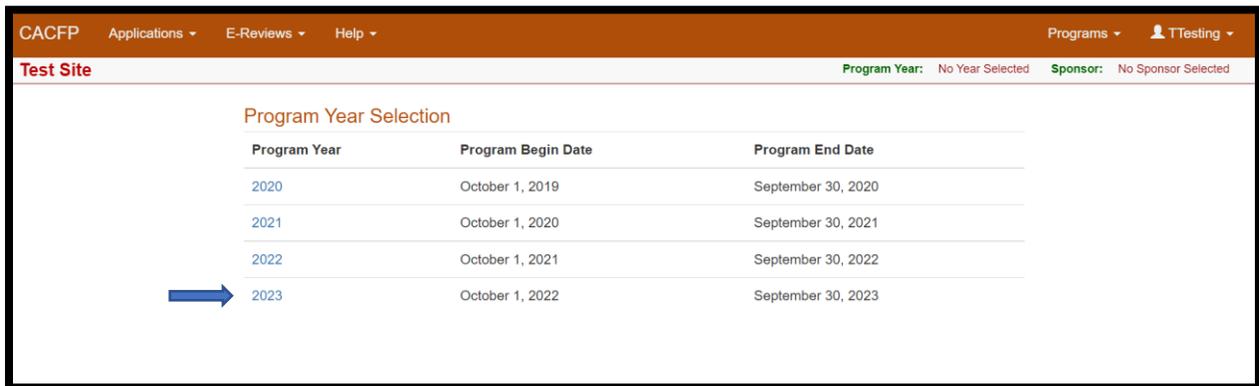


# Instructions for uploading Administrative Review documents into CNPweb

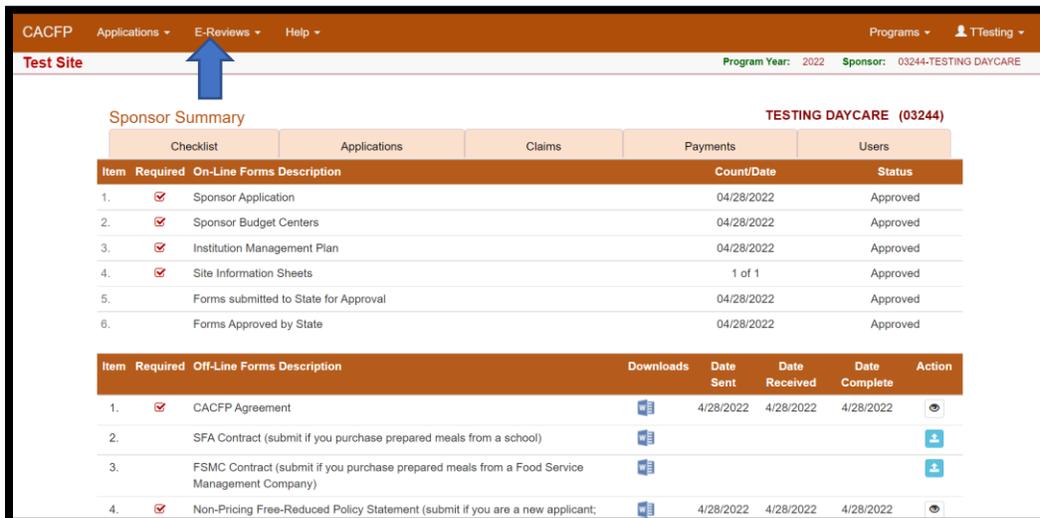
## 1. Log into CNPweb



## 2. Click on the Agreement Year your Administrative Review will be conducted in



## 3. Click on the E-Reviews Button



4. Click on E-Review Log by Sponsor

The screenshot shows the CACFP E-Reviews interface. The top navigation bar includes 'CACFP', 'Applications', 'E-Reviews', and 'Help'. The 'E-Reviews' dropdown menu is open, with 'E-Review Log by Sponsor' highlighted by a blue arrow. Below the navigation, the 'Test Site' header is visible, along with 'Program Year: 2022' and 'Sponsor: 03244-TESTING DAYCARE'. The main content area displays a 'Sponsor Summary' for 'TESTING DAYCARE (03244)'. It includes a 'Checklist' section with a table of items and their statuses, and a 'Downloads' section with a table of off-line forms.

Item	Required	On-Line Forms Description	Count/Date	Status
1.	☑	Sponsor Application	04/28/2022	Approved
2.	☑	Sponsor Budget Centers	04/28/2022	Approved
3.	☑	Institution Management Plan	04/28/2022	Approved
4.	☑	Site Information Sheets	1 of 1	Approved
5.		Forms submitted to State for Approval	04/28/2022	Approved
6.		Forms Approved by State	04/28/2022	Approved

5. Once in the E-Review Log, click the “Select” button for the Program Year your Administrative Review is scheduled for

The screenshot shows the 'E-Review Log' interface. A table lists review items with columns for 'Select', 'Type', 'Program Year', 'Due Date', 'Begin Date', 'End Date', 'Close Date', 'Status', and 'Action'. A blue arrow points to the 'Select' button in the first row.

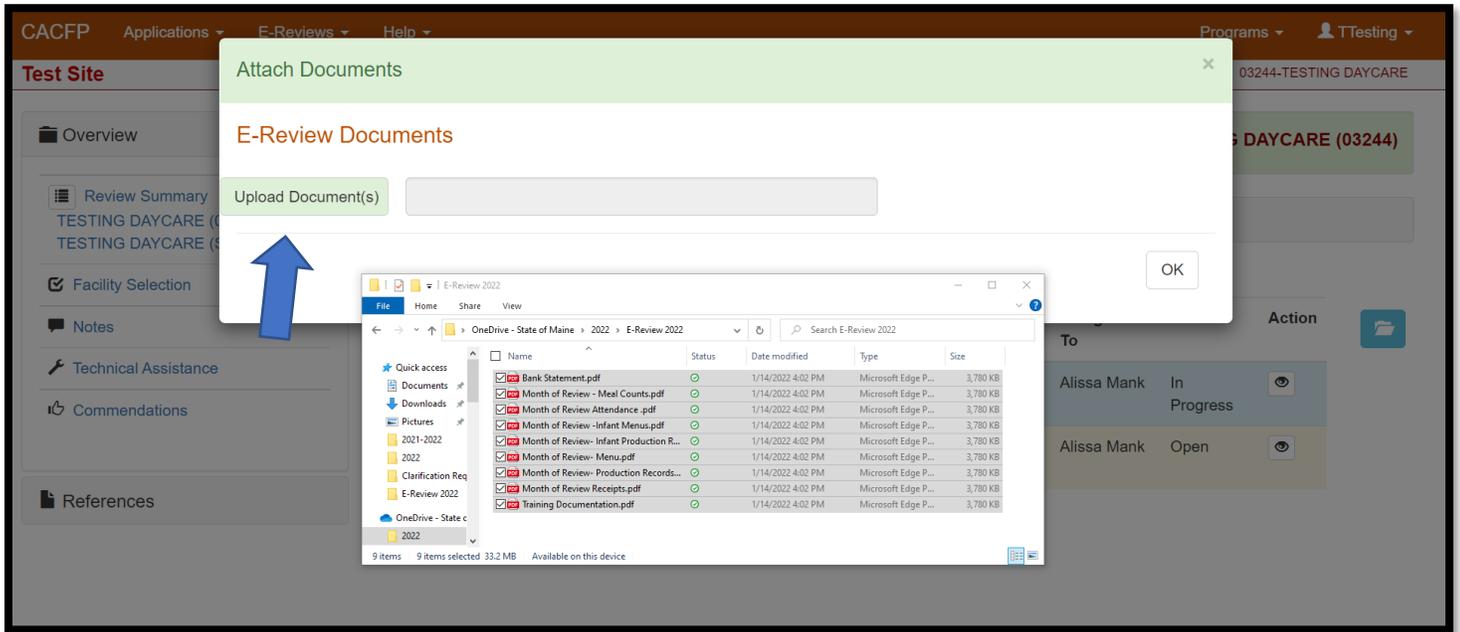
Select	Type	Program Year	Due Date	Begin Date	End Date	Close Date	Status	Action
	3 Year Institution Review	2022	5/5/2022	4/1/2022			Open	

6. Once on the E-Review Summary Screen, click the blue folder upload button on the far right

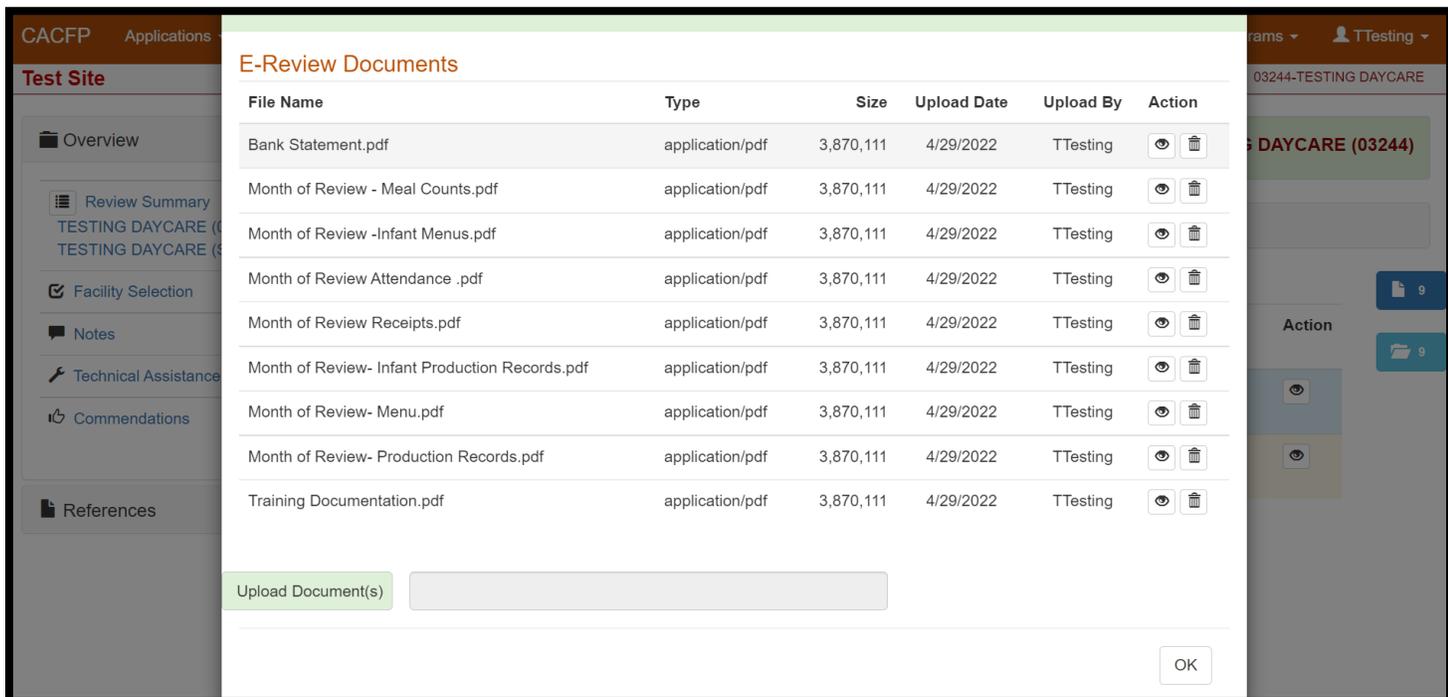
The screenshot shows the 'Review Summary' interface. It includes a 'Review Listing' table and a 'Jump to Question' section. A blue arrow points to a blue folder upload button on the far right of the 'Review Listing' table.

Select	Name	Period	Rev Nbr	Begin Date	End Date	Assigned To	Status	Action
	TESTING DAYCARE (03244)	Oct 2021	0			Alissa Mank	In Progress	
	TESTING DAYCARE (S03244-1)	Oct 2021	0			Alissa Mank	Open	

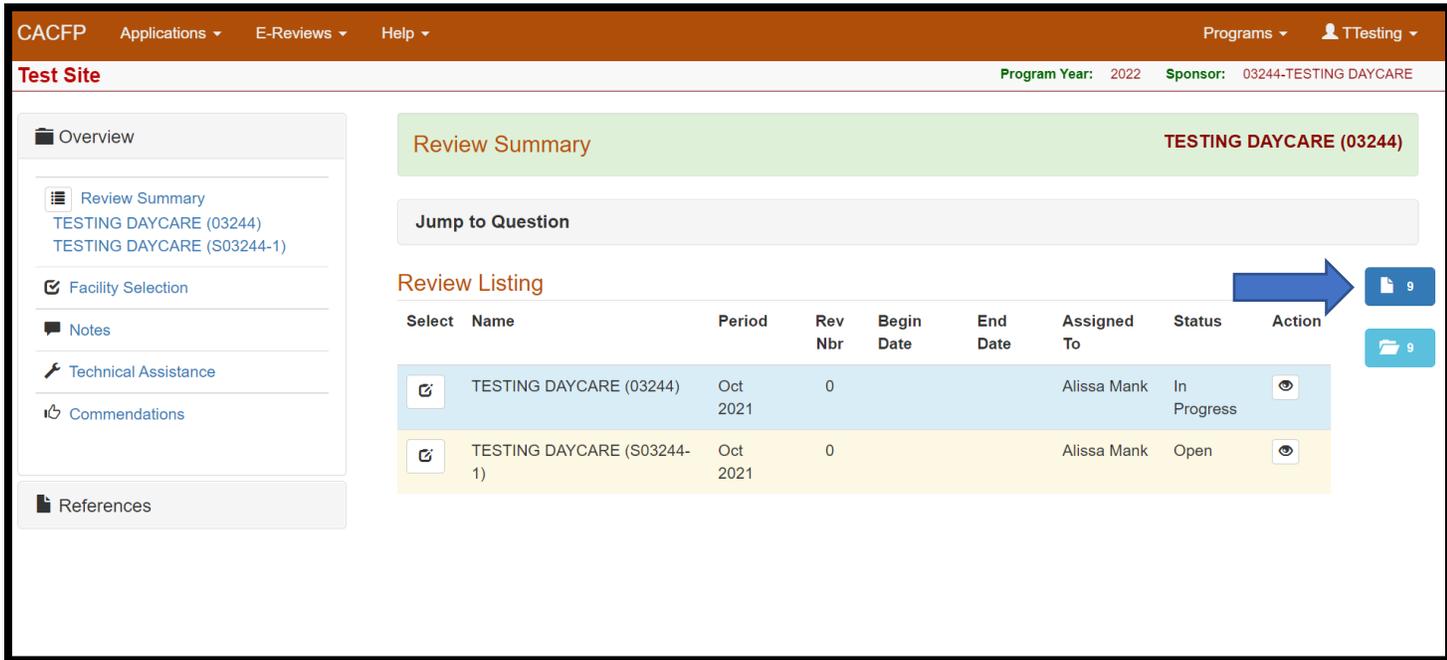
- Once the upload box appears, click on the button that states “Upload Documents”. A window from your computer will appear, navigate to where your documents are saved on your computer. Click on the documents you wish to upload and click “Open”. **Please make sure all documents are saved onto the computer and clearly labeled, prior to uploading any documents into CNPweb.**



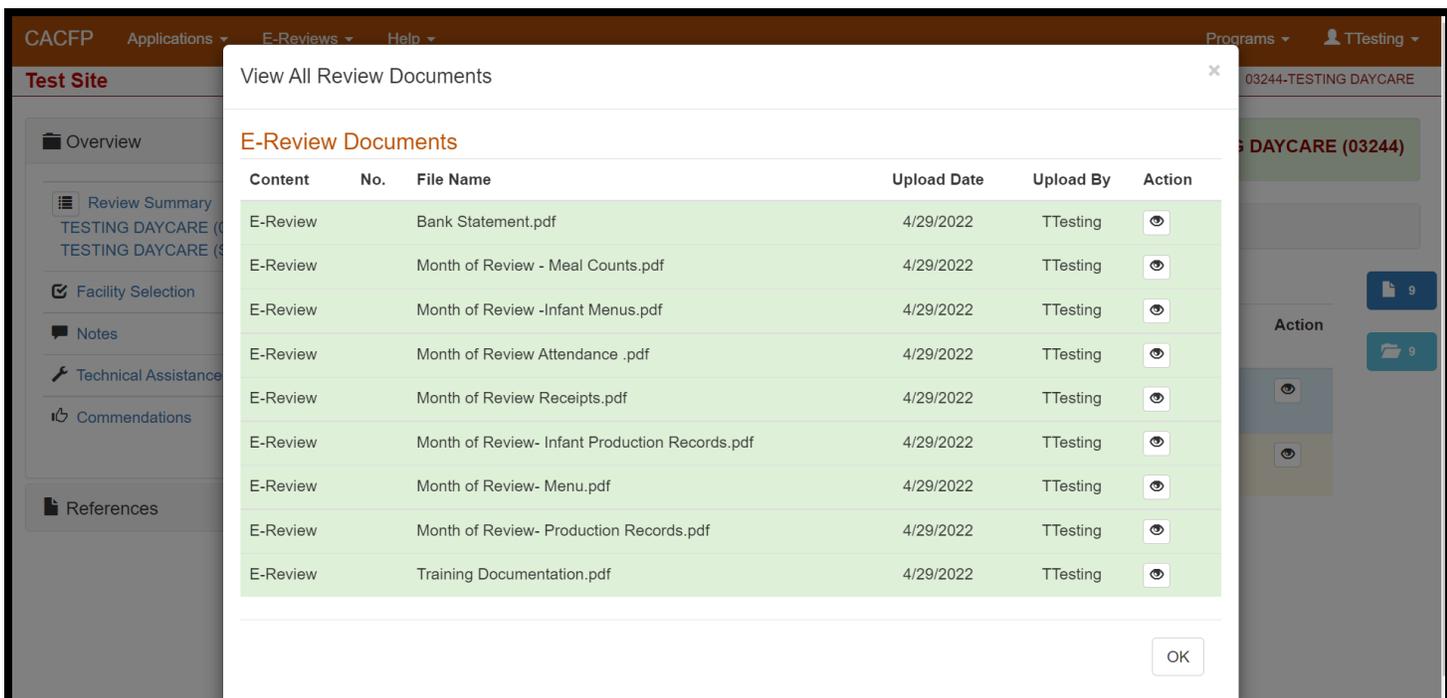
- Once you click “OK”, whatever you chose to upload appears in the upload folder. You can look at the document by clicking on the eye action button OR delete the document by clicking on the trash can action button. Click “OK” to leave the upload folder. **\*\*See how this sponsor clearly labeled all their required review documents\*\***



- After clicking “OK”, you will be brought back to the E-Review Summary Screen. You should now see that your documents have been uploaded and are available to view by clicking on the dark blue “Page” button



- If you click on the dark blue “Page” button, you are now able to see all the documents uploaded in the E-Review System. The E-Review System provides a date stamp of when documents were uploaded and who uploaded them. You can also see why it’s imperative to label your uploaded documents accordingly.



**Please repeat these steps as necessary to upload all required documents!**