**Use the following steps to upload State Plans to SFPD State Plans Site:**

1. From the left menu, select the Program you would like to upload a final State Plan for.

Note: The SPFD State Plans PartnerWeb Site is located at the following web address (url): [SFPD State Plans PartnerWeb Site](https://partnerweb.usda.gov/sites/Regions/SFPDStatePlans/default.asp)  

1. Select “Upload”



1. Select “Choose File” to find and select your document and click “OK”.



1. Fill in all pertinent information and click “Check In”. An **(\*)** means information is required. Functional areas should be uploaded separately.





1. Document upload is successful.



6. Repeat Steps 1 through 5 for additional uploads.