Sharing Documents in the Document Vault

The Document Vault provides your organization with a secure digital filing cabinet for important organizational documentation. The Document Vault also allows you to upload required documents necessary to obtain and maintain eligibility to conduct business with the City of New York. The Document Vault enables direct and secure transmission of documents to the HHS Accelerator Team, City Agencies, other funders and Client and Community-based Service Providers.

For detailed step-by-step instructions on how to upload and share documents, please review the **Introduction to the Document Vault** guide.

How do I Share a Document?

- Select the document(s) you wish to share by clicking the check box(es) to the left of the document(s).
- Click the **"Share"** tab.
- Click **"Next."**
- Type the name of the provider you'd like to share your document(s) with. Click **"Add provider"** for each provider you wish to add.
- If you only want to share the document(s) with an Agency and you don't want to share the document(s) with a Provider, click **"Next."**
- Select one or more Agencies to share your document(s) with.
- Click **"Add Agency"** for each Agency you wish to add.
- Click **"Next."**
- Confirm your selections and then click "**Finish."**
- A successfully shared document will display a status of "Shared" in the Document Vault.

How do I Un-share a Document?

- Click the document's **"Shared"** hyperlink from the document's Shared column. (If there is no hyperlink, the document has **not** been shared.)
- Select the organization(s) you wish to remove.
- Click **"Remove Selected"** or, if appropriate, **"Remove All."**
- The system will then direct you back to your Document Vault to confirm the updated status of your documents.