

Business Interruption Grant

Adding documents to the claims section for proof of payment

November 30, 2020

When adding documents to the claims section for proof of payment, only one file can be uploaded for each claim category. In order to combine multiple documents into one file, we recommend compressing/zipping up the documents. Below, we have provided steps for compressing/zipping multiple documents into one folder. By compressing/zipping the documents together, it combines the documents together while also reducing the file size so that it does not exceed the 20 megabyte maximum per claim category.

How to Zip files on a Windows computer:

1. Put all of the files you want to compile into one folder.
2. Locate the folder you want to zip.
3. Right-click the folder, select (or point to) **Send to**, and then select **Compressed (zipped) folder**.
4. A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select **Rename**, and then type the new name.

How to Compress(Zip) files on a Mac computer:

1. Put all of the files you want to compile into one folder.
2. Locate the folder you want to zip.
3. Right-click the folder, select **Compress "folder name"**.
4. A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select **Rename**, and then type the new name.