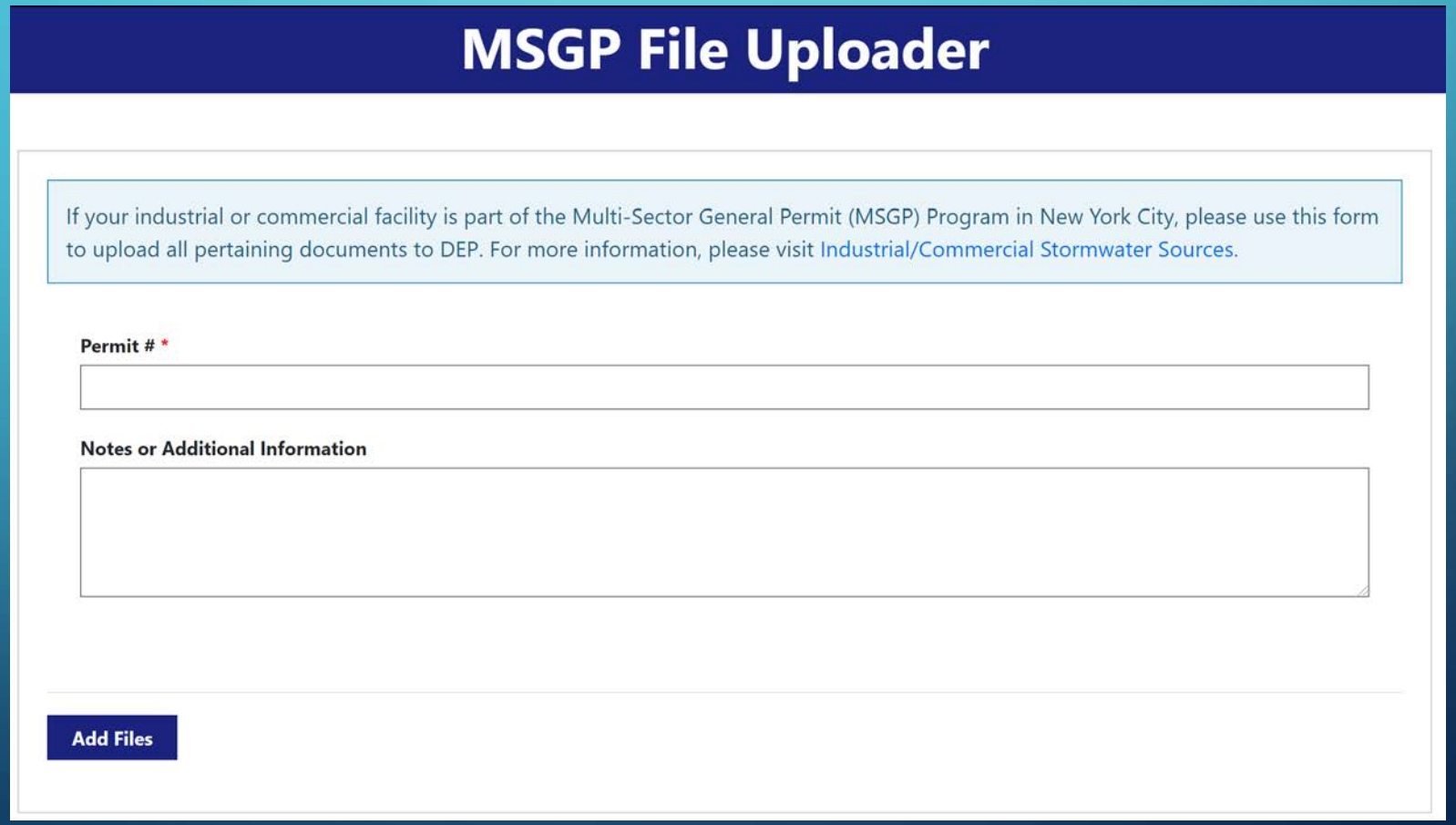
DEP MSGP FILE UPLOADER INSTRUCTIONS

DEP MSGP FILE UPLOADER

You can access the MSGP File Uploader at: nyc.gov/dep/msgp-uploader



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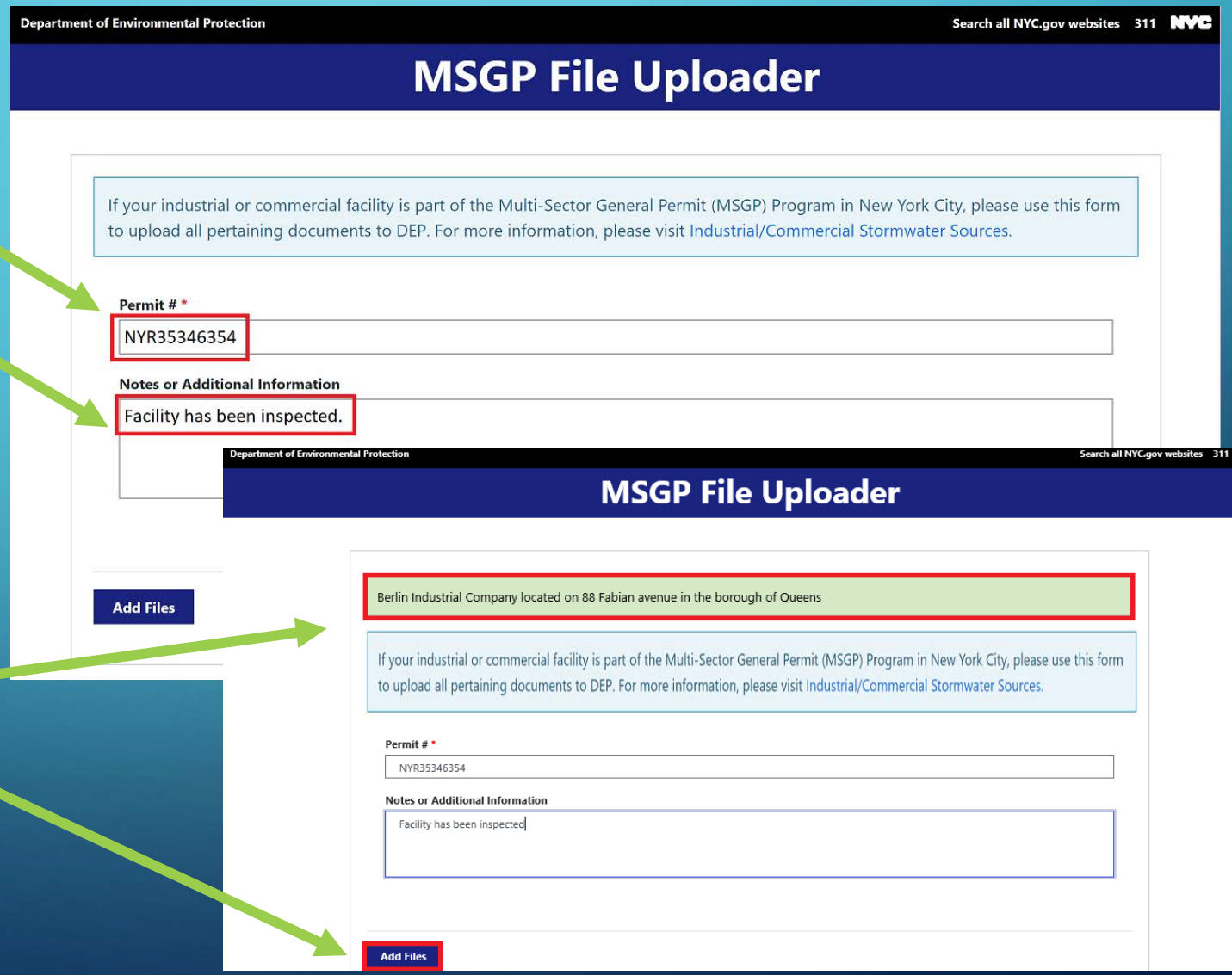
Step 1: Prepare to Add Files

- First Enter your Permit # (mandatory)
- You can write in notes or additional information (optional)
- Then click anywhere on the page
- After clicking on the page, the system will automatically match your facility permit number to its registered address
- Then click "**Add Files**"



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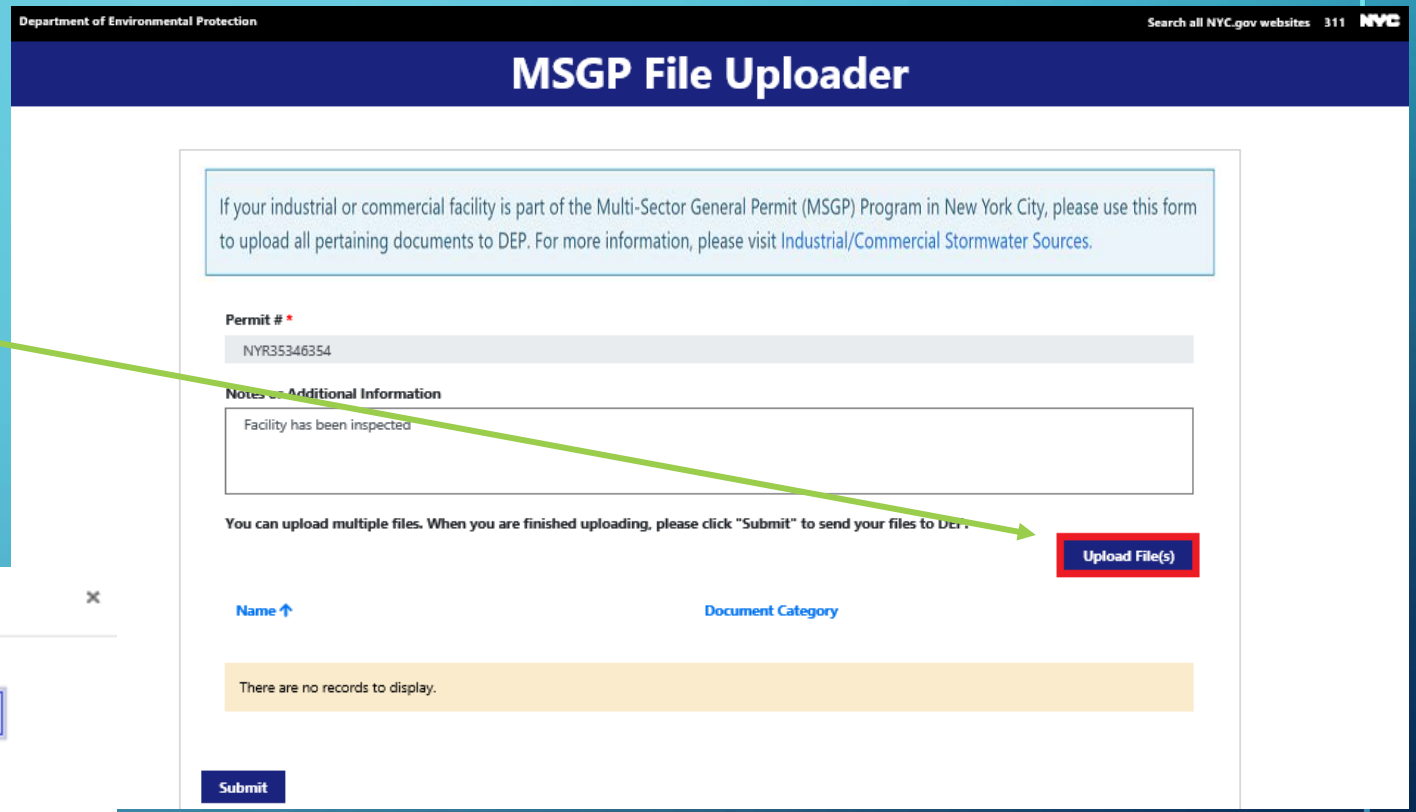
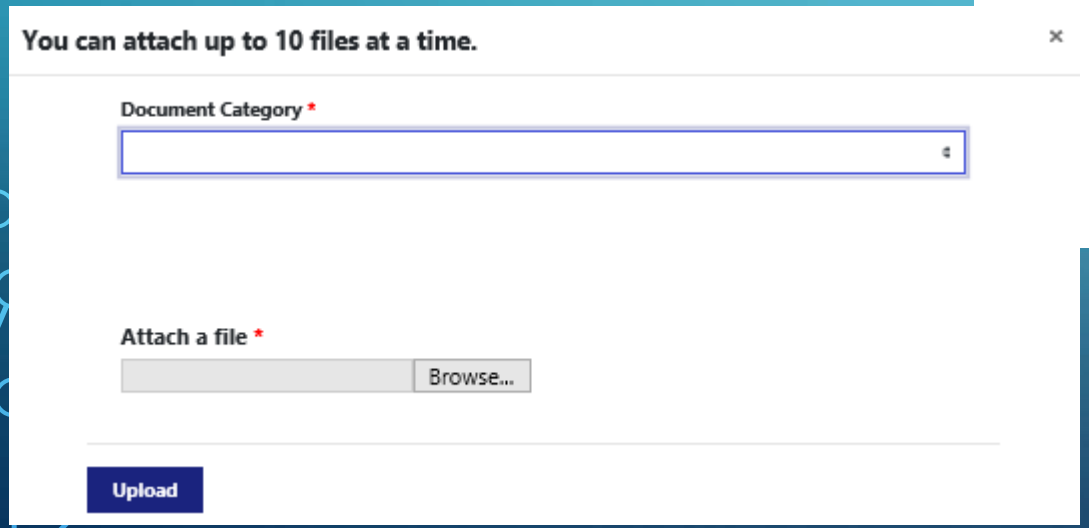
Step 2: Prepare to Upload Documents

After completing Step 1, new options will appear:

- Click "**Upload File(s)**"
- A new pop up window will appear





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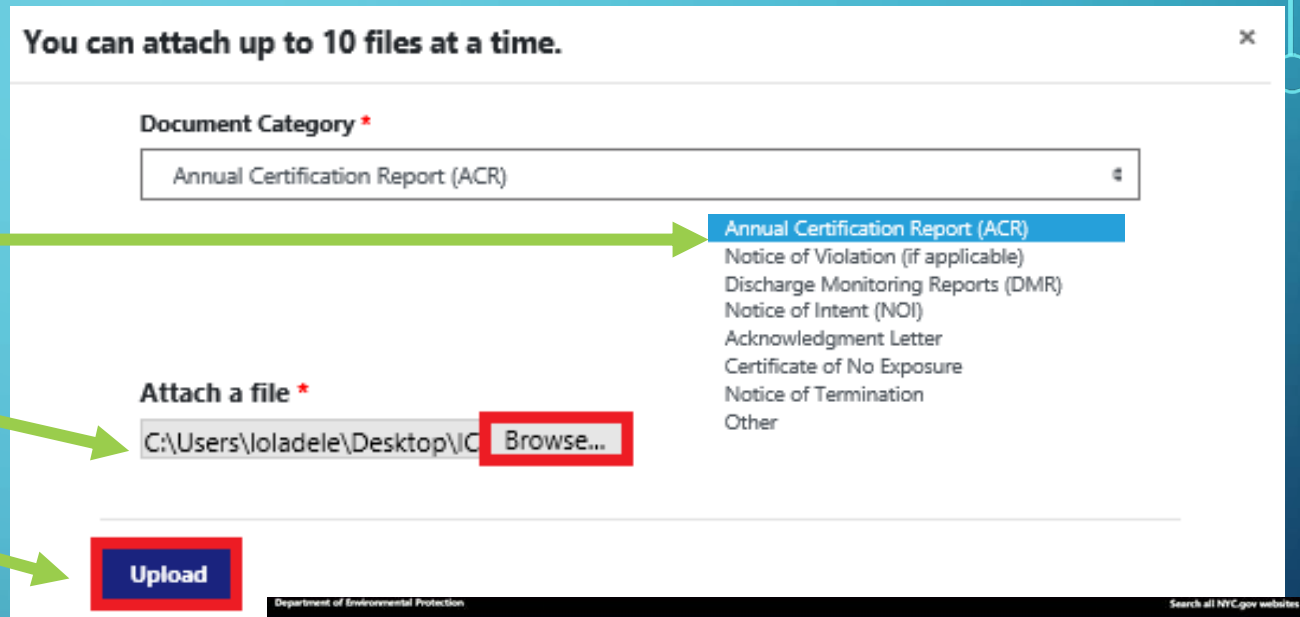
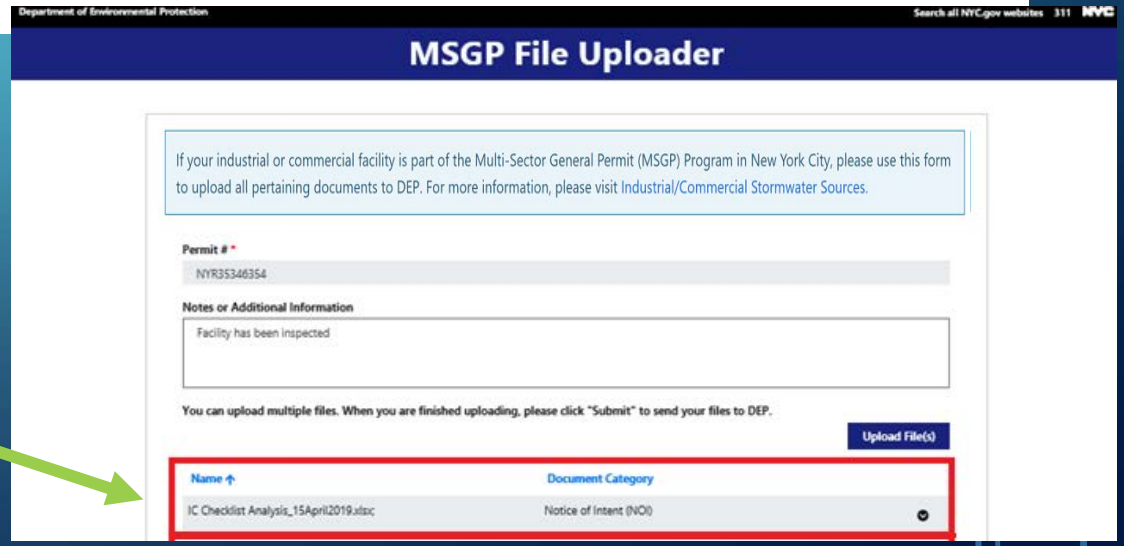
Step 3: Upload Files

In the new pop up window:

- Select a Document Category from drop down list.
- Then click "**Browse**" & locate the file
- Then click "**Upload**"



- **You will see the uploaded file appear at the bottom of the page**



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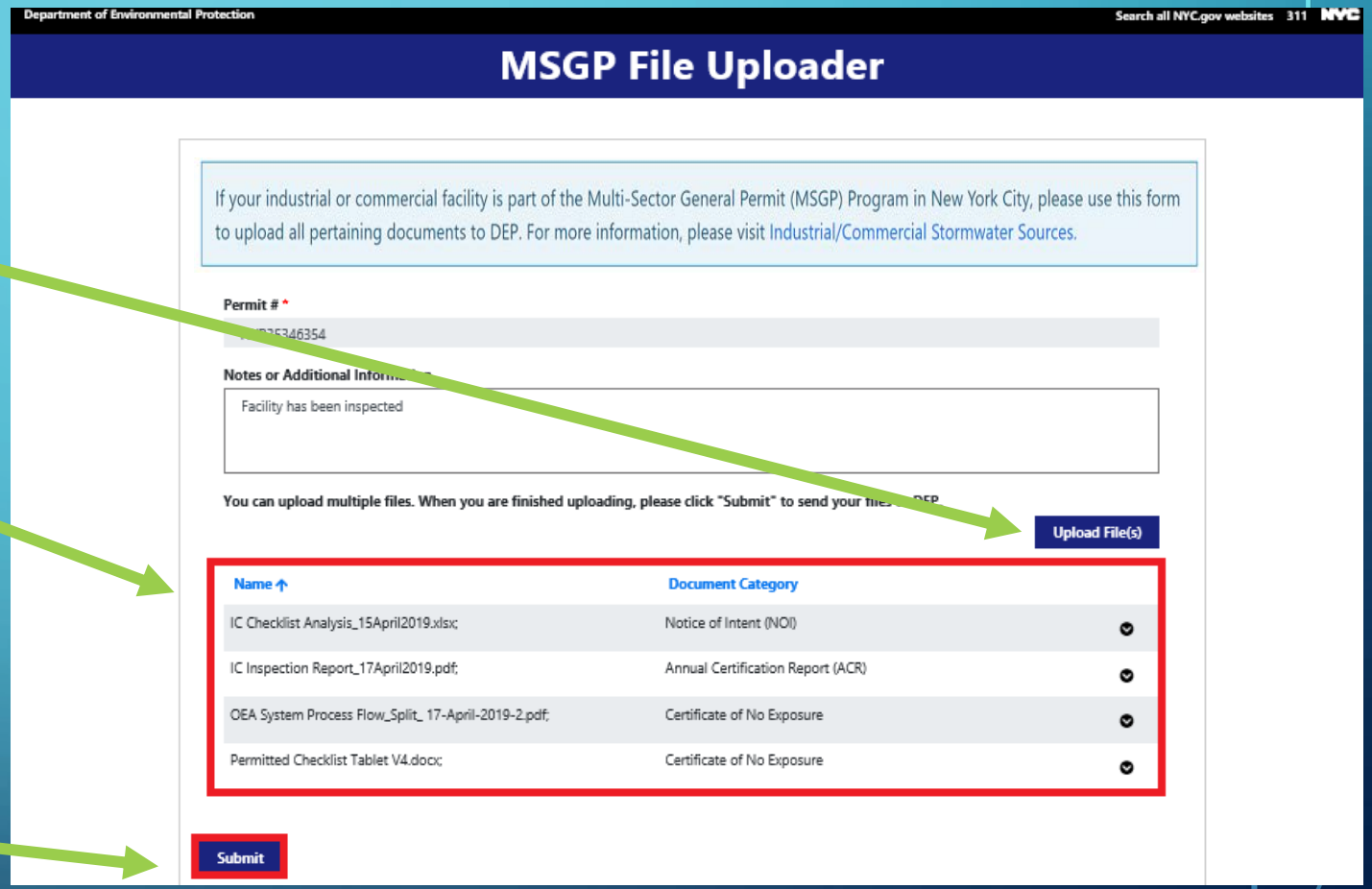
Step 4: Submit File(s)

- If you would like to upload additional files, click "**Upload Files**"
- This is how it will look if you have uploaded multiple files
- Once you have uploaded all the files that you want to submit, click "**Submit**"



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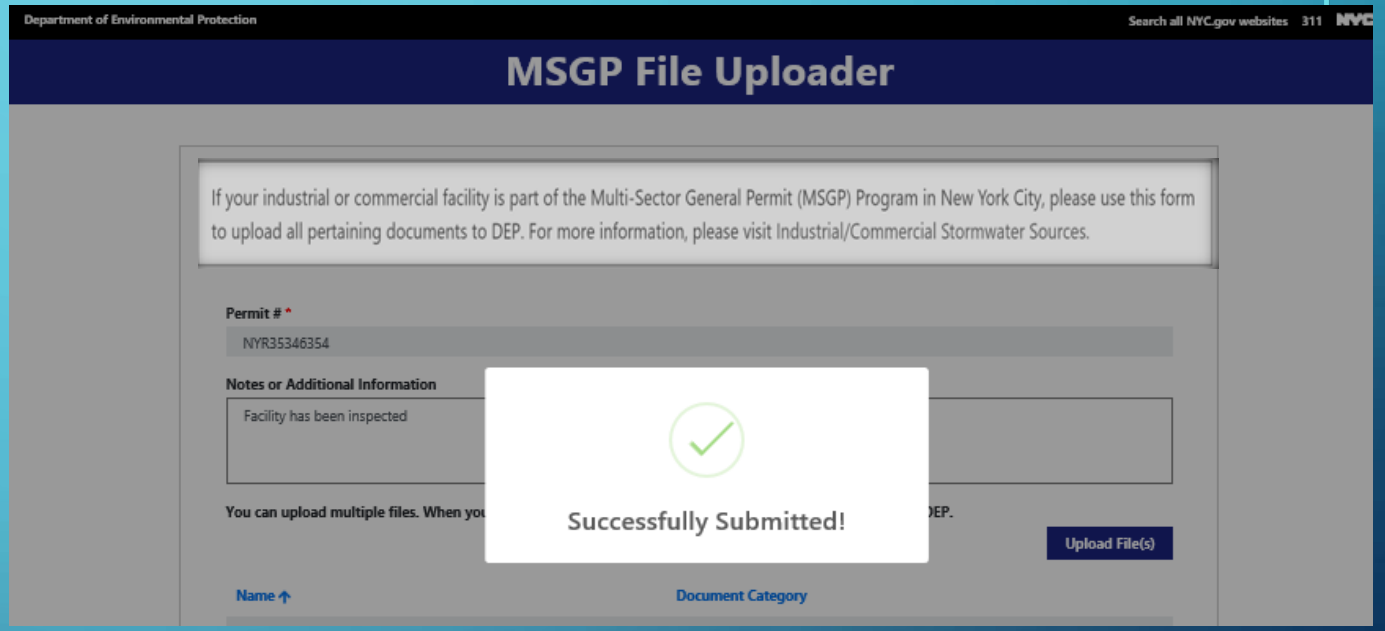
After clicking "**Submit**" a message that says "**Successfully Submitted**" will appear with a green check to let you know your files have been submitted to DEP.

Thank you for submitting your files! Please reach out to ms4@dep.nyc.gov with any questions.