1. **Login to the portal (**[**www.kentbusinessportal.org.uk**](http://www.kentbusinessportal.org.uk)**)**
2. **Find the opportunity listed in the "Activities" box**



1. **Click "open event"**



1. **Click "start my response"**



1. **Go to the attachments box and click "add"**



Or it might look like this:



1. **Selected the files to be uploaded (or drag and drop them onto the pop-up window)**



1. **Click "Upload" and wait for the loading bar to complete. Close the window when done.**
2. **You will also need to accept the Terms & Conditions**



Or it might look like this:



Don't worry about the file link in these boxes – it's blank. The portal requires us to put a file here. The contract terms are in Appendix C of the tender pack and you should have already reviewed these.

1. **Check all the files of your tender are listed in the Attachments box**



1. **Click "submit response"**



You should see this in the bottom corner



1. ***IF* you need to change anything, you can click "create new version" to re-upload.**

