

## **Uploading Partnership Files to GUPS using the ‘My Computer’ Option in Map**

**Management** (The process described below is only necessary when downloading these files from the census website. The state and county data can be automatically downloaded within GUPS using the ‘Census Web’ option in the GUPS Map Management tool.)

- Download the partnership zip file(s) to a folder on your computer. No specific name is needed for this folder.
- For the downloaded partnership data, create a state and county folders within this folder for GUPS to reference.
- The state folder should be named with its two digit State FIPS code.
- The county folder should be named with its five digit State and County FIPS code.
- Unzip the partnership zip file and move the files to the correct state and county folders.
- Open GUPS Map Management and fill out the appropriate program, state, and working county and click open. Select ‘My Computer’ and navigate to and select the entire folder and click ‘Open’. GUPS will copy the shapefiles to the GUPSGIS folder.