

Work Instruction – Studies, Revisions, and Amendments Data Upload

Purpose

The purpose of this work instruction is to outline the process to upload Studies, Revisions, and Amendments material to the MIP through the Data Upload portal in Tools & Links.

Studies materials available for upload include the following Product Types:

- TSDN
- Appeals
- Correspondence
- Scoping
- FEDD File
- Supporting Artifacts
- FBS Reports

Revisions materials available for upload include the following Product Types:

- Modeling Hydraulics
- Modeling Hydrology
- Review Notes
- Annotations
- Final Determination
- Correspondence
- Cover Letter
- Special Response Letter
- Violation Letter
- 116 Letter
- Best Available Data
- 316-PMR
- FEDD File
- Supporting Artifacts
- Work Maps

Amendments materials available for upload include the following Product Types:

- Correspondence/Data
- Final Letter
- Cover Letter

- Final Determination
- Violation Letter
- Other Response
- Supporting Artifacts
- 216 Letter

Public access rules for searching and downloading the materials uploaded through the Data Upload portal is available on [MIP User Care](#).

For Online LOMC Cases when the following product types are uploaded through Data Upload, they will be searchable and retrievable through the Flood Risk Study Engineering Library **and** available to the Requestor through the Online LOMC application:

- Amendments
 - Cover Letter
 - Final Determination
 - Violation Letter
 - Other Response
 - 216 Letter
- Revisions
 - Cover Letter
 - Final Determination
 - Special Response Letter
 - 116 Letter
 - 316-PMR

Prerequisites

None

Navigation

1. Log into the [MIP](#)
2. Click on Tools & Links
3. Click on Data Upload

[Home](#) » Tools & Links

Tools & Links

FEMA's [Flood Hazard Mapping](#) Web site contains a wealth of useful information about floodplain mapping and National Flood Insurance Program processes. The [Frequently Asked Questions](#) page contains answers to many common questions.

Resources for Mapping Partners

MIP

Mapping and Engineering Tools

- [cHECK-RAS](#)
- [RASPLLOT](#)
- [Hazus](#)
- [Submitting MIP Support Requests](#)
- [User Access to Engineering Tools](#)
- [Risk MAP FIRM Title Block NFIP Graphic](#)

Res

Work Steps for Uploading Studies Materials

Load Studies Data Artifacts | Load Amendments/Revisions Data Artifacts

[Home](#) » [Tools & Links](#) » [Data Upload](#) » [Load Studies Data Artifacts](#)

Load Studies Data Artifacts

* indicates a required field.

Case Information:

* **FEMA Case Number:**

Submission Details:

* **Product Type:**

* **Effective Date:**



* **Abstract:**

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

1. Enter the FEMA Case Number
2. Select the appropriate option from the Product Type dropdown box
3. Click on the calendar icon and select the Effective Date
4. Enter the Abstract text

Load Studies Data Artifacts

* indicates a required field.

Case Information:

* **FEMA Case Number:** 11-04-0072S

Geography Information:

Region:	4
State:	GA
County:	DeKalb County
Community:	ATLANTA, CITY OF
CID:	135157

Submission Details:

* **Product Type:** Scoping

* **Effective Date:** 05/30/2014

* **Abstract:** test

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

5. Click the Continue button



Load Studies Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number: 11-04-0072S

Geography Information:

Region: 4
 State: GA
 County: DeKalb County
 Community: ATLANTA, CITY OF
 CID: 135157

Submission Details:

Product Type: Scoping
 Effective Date: 05/30/2014
 Abstract: test

Access Restriction:

Allow for Public Discovery? ☒ Yes ☐ No
 Allow File Names Displayed? ☒ Yes ☐ No
 Allow for Public Download? ☐ Yes ☒ No

Submission Method:

* Select File to Upload: No file selected.

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

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[Complete](#)

6. Select the appropriate Access Restriction for the material. Select Yes or No for the 3 Access Restriction questions:

- Allow for Public Discovery? – Will the public see the upload dataset returned in the Flood Risk Study Engineering Library search results?
- Allow File Names Displayed? – After selecting an upload dataset in the Flood Risk Study Engineering Library, can the public view the file names within the specific upload?

- Allow for Public Download? – *In the Flood Risk Study Engineering Library can the public download the files associated with the specific upload?*

Selecting No for all 3 questions will result in the Flood Risk Study Engineering Library not displaying the uploaded materials to the public at any time. By default, the Access Restrictions will be set as defined in the [Public Access Rules](#). You cannot remove restrictions that are placed by default, so some or all of answers to the 3 questions will not be editable. For example, Scoping materials are publically discoverable, and their file names are publically viewable; however, Scoping materials cannot be downloaded by the public

7. Click the Browse button and select the file you wish to upload. If you wish to upload multiple files, then they should be zipped together and uploaded as a single file

Load Studies Data Artifacts
Load Amendments/Revisions Data Artifacts

[Home](#) » [Tools & Links](#) » [Data Upload](#) » [Load Studies Data Artifacts](#)

Load Studies Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number:	11-04-0072S
-------------------	-------------

Geography Information:

Region:	4
State:	GA
County:	DeKalb County
Community:	ATLANTA, CITY OF
CID:	135157

Submission Details:

Product Type:	Scoping
Effective Date:	05/30/2014
Abstract:	test

Access Restriction:

Allow for Public Discovery?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow File Names Displayed?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Allow for Public Download?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Submission Method:

* Select File to Upload:
Browse... test.txt

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

Back
Complete

- Click the Complete button to finish uploading the file

Load Studies Data Artifacts | Load Amendments/Revisions Data Artifacts

[Home](#) » [Tools & Links](#) » [Data Upload](#) » Load Studies Data Artifacts

Load Studies Data Artifacts

Case Information:

FEMA Case Number:	11-04-0072S
-------------------	-------------

Geography Information:

Region:	4
State:	GA
County:	DeKalb County
Community:	ATLANTA, CITY OF
CID:	135157

Submission Details:

Product Type:	Scoping
Effective Date:	05/30/2014
Abstract:	test

Access Restriction:

Allow for Public Discovery?	Yes
Allow File Names Displayed?	No
Allow for Public Download?	No

Submission Method:

File(s) Uploaded/Overwritten:	test.txt
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Exit

- A submission confirmation screen displays the details of the submission. Click the Exit button to return to the main Data Upload portal screen

Work Steps for Uploading Revisions Materials

1. Click on the Load Amendments/Revisions Data Artifacts link

Sequencing & PALT / **Data Upload** / Citrix / FileExplorer / Reports & Form Letters / DFIRM DB QA / DVT

Load Studies Data Artifacts | Load Amendments/Revisions Data Artifacts

[Home](#) » Tools & Links » Data Upload » Load Studies Data Artifacts

Load Studies Data Artifacts


* indicates a required field.

Case Information:

* **FEMA Case Number:**

Submission Details:

* **Product Type:**

* **Effective Date:** 

* **Abstract:**

Load Studies Data Artifacts | **Load Amendments/Revisions Data Artifacts**

[Home](#) » Tools & Links » Data Upload » Load Amendments/Revisions Data Artifacts

Load Amendments/Revisions Data Artifacts


* indicates a required field.

Case Information:

* **FEMA Case Number:**

Submission Details:

* **Product Type:**

* **Effective Date:** 

* **Abstract:**

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

2. Enter the FEMA Case Number
3. Select the appropriate option from the Product Type dropdown box
4. Click on the calendar icon and select the Effective Date
5. Enter the Abstract text

[Load Studies Data Artifacts](#) | [Load Amendments/Revisions Data Artifacts](#)

[Home](#) » [Tools & Links](#) » [Data Upload](#) » [Load Amendments/Revisions Data Artifacts](#)

Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

* **FEMA Case Number:**

99-04-6066P

Submission Details:

* **Product Type:**

Correspondence

* **Effective Date:**

05/30/2014

* **Abstract:**

Test

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

Continue >

6. Click the Continue button

Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number: 99-04-6066P

Submission Details:

Product Type: Correspondence

Effective Date: 05/30/2014

Abstract: Test

Access Restriction:

Allow for Public Discovery? ☐ Yes ☒ No

Allow File Names Displayed? ☐ Yes ☒ No

Allow for Public Download? ☐ Yes ☒ No

Submission Method:

* **Select File to Upload:** No file selected.

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

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[Complete](#)

7. Select the appropriate Access Restriction for the material. Select Yes or No for the 3 Access Restriction questions:

- Allow for Public Discovery? – *Will the public see the upload dataset returned in the Flood Risk Study Engineering Library search results?*
- Allow File Names Displayed? – *After selecting an upload dataset in the Flood Risk Study Engineering Library, can the public view the file names within the specific upload?*
- Allow for Public Download? – *In the Flood Risk Study Engineering Library can the public download the files associated with the specific upload?*

Selecting No for all 3 questions will result in the Flood Risk Study Engineering Library not displaying the uploaded materials to the public at any time. By default, the Access Restrictions will be set as defined in the [Public Access Rules](#). You cannot remove restrictions that are placed by default, so some or all of answers to the 3 questions will not be editable. For example,

Correspondence materials are not publically discoverable, their file names are not publically viewable, and they cannot be downloaded by the public

8. Click the Browse button and select the file you wish to upload. If you wish to upload multiple files, then they should be zipped together and uploaded as a single file

[Load Studies Data Artifacts](#) | [Load Amendments/Revisions Data Artifacts](#)

[Home](#) » [Tools & Links](#) » [Data Upload](#) » [Load Amendments/Revisions Data Artifacts](#)

Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number:	99-04-6066P
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Submission Details:

Product Type:	Correspondence
Effective Date:	05/30/2014
Abstract:	Test

Access Restriction:

Allow for Public Discovery?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Allow File Names Displayed?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Allow for Public Download?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Submission Method:

*** Select File to Upload:** test.txt

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

9. Click the Complete button to finish uploading the file
10. A submission confirmation screen displays the details of the submission. Click the Exit button to return to the main Data Upload portal screen

Work Steps for Uploading Amendments Materials

1. Click on the Load Amendments/Revisions Data Artifacts link

Sequencing & PALT / **Data Upload** / Citrix / FileExplorer / Reports & Form Letters / DFIRM DB QA / DVT

Load Studies Data Artifacts | Load Amendments/Revisions Data Artifacts

[Home](#) » [Tools & Links](#) » [Data Upload](#) » [Load Studies Data Artifacts](#)

Load Studies Data Artifacts


* indicates a required field.

Case Information:

* **FEMA Case Number:**

Submission Details:

* **Product Type:**

* **Effective Date:** 

* **Abstract:**

[Load Studies Data Artifacts](#) | **Load Amendments/Revisions Data Artifacts**

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Load Amendments/Revisions Data Artifacts


* indicates a required field.

Case Information:

* **FEMA Case Number:**

Submission Details:

* **Product Type:**

* **Effective Date:** 

* **Abstract:**

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

2. Enter the FEMA Case Number
3. Select the appropriate option from the Product Type dropdown box
4. Click on the calendar icon and select the Effective Date
5. Enter the Abstract text

Load Studies Data Artifacts | **Load Amendments/Revisions Data Artifacts**

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Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

* FEMA Case Number:	<input type="text" value="07-04-0066A"/>
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Submission Details:

* Product Type:	<input type="text" value="Final Letter"/>
* Effective Date:	<input type="text" value="05/30/2014"/> 
* Abstract:	<input type="text" value="Test"/>

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

6. Click the Continue button

Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number: 07-04-0066A

Submission Details:

Product Type: Final Letter
Effective Date: 05/30/2014
Abstract: Test

Access Restriction:

Allow for Public Discovery? ☒ Yes ☐ No
Allow File Names Displayed? ☒ Yes ☐ No
Allow for Public Download? ☐ Yes ☒ No

Submission Method:

* **Select File to Upload:** No file selected.

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

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[Complete](#)

7. Select the appropriate Access Restriction for the material. Select Yes or No for the 3 Access Restriction questions:

- Allow for Public Discovery? – *Will the public see the upload dataset returned in the Flood Risk Study Engineering Library search results?*
- Allow File Names Displayed? – *After selecting an upload dataset in the Flood Risk Study Engineering Library, can the public view the file names within the specific upload?*
- Allow for Public Download? – *In the Flood Risk Study Engineering Library can the public download the files associated with the specific upload?*

Selecting No for all 3 questions will result in the Flood Risk Study Engineering Library not displaying the uploaded materials by the public at any time. By default, the Access Restrictions will be set as defined in the [Public Access Rules](#). You cannot remove restrictions that are placed by default, so some or all of answers to the 3 questions will not be editable. For example, Final

Letter materials are publically discoverable, and their file names are publically viewable; however, Final Letter materials cannot be downloaded by the public

- Click the Browse button and select the file you wish to upload. If you wish to upload multiple files, then they should be zipped together and uploaded as a single file

[Load Studies Data Artifacts](#) | **[Load Amendments/Revisions Data Artifacts](#)**

[Home](#) » [Tools & Links](#) » [Data Upload](#) » [Load Amendments/Revisions Data Artifacts](#)

Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number:	07-04-0066A
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Submission Details:

Product Type:	Final Letter
Effective Date:	05/30/2014
Abstract:	Test

Access Restriction:

Allow for Public Discovery?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow File Names Displayed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow for Public Download?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Submission Method:

* **Select File to Upload:**

Browse...

test.txt

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

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Complete

- Click the Complete button to finish uploading the file

Load Amendments/Revisions Data Artifacts

Case Information:

FEMA Case Number: 07-04-0066A

Submission Details:

Product Type: Final Letter

Effective Date: 05/30/2014

Abstract: Test

Access Restriction:

Allow for Public Discovery? Yes

Allow File Names Displayed? Yes

Allow for Public Download? No

Submission Method:

File(s) Uploaded/Overwritten: test.txt

Exit

10. A submission confirmation screen displays the details of the submission. Click the Exit button to return to the main Data Upload portal screen

Work Steps for Uploading Artifacts Uploaded by the Requestor through the Online LOMC Application

Online LOMC files uploaded by Requestor can be made searchable retrievable within the Flood Risk Study Engineering Library:

1. Click on the Load Amendments/Revisions Data Artifacts link

Mapping

INFORMATION PLATFORM

Sequencing & PALT / **Data Upload** / Citrix / FileExplorer / Reports & Form Letters / DFIRM DB QA / DVT

Load Studies Data Artifacts | Load Amendments/Revisions Data Artifacts

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Load Studies Data Artifacts

* indicates a required field.

Case Information:

* **FEMA Case Number:**

Submission Details:

* **Product Type:**

-- make selection --

* **Effective Date:**



* **Abstract:**

Load Studies Data Artifacts | **Load Amendments/Revisions Data Artifacts**

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Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

* **FEMA Case Number:**

Submission Details:

* **Product Type:**

* **Effective Date:**



* **Abstract:**

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

2. Enter the FEMA Case Number
3. Select the "Supporting Artifacts" from the Product Type dropdown box
4. Click on the calendar icon and select the Effective Date
5. Enter the Abstract text

[Home](#) » [Tools & Links](#) » [Data Upload](#) » [Load Amendments/Revisions Data Artifacts](#)

Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

* **FEMA Case Number:** 13-03-0274P

Submission Details:

* **Product Type:** Supporting Artifacts

* **Effective Date:** 06/09/2014

* **Abstract:** Flood Source

Submission Method:

Packages more than 1 Gigabyte in size or containing more than 8000 files can be separated into multiple uploads.

File Upload

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

[Continue >](#)

6. Click the Continue button

Load Amendments/Revisions Data Artifacts

* indicates a required field.

Case Information:

FEMA Case Number: 13-03-0274P

Submission Details:

Product Type: Supporting Artifacts

Effective Date: 06/09/2014

Abstract: Flood Source

Access Restriction:

Allow for Public Discovery? ☒ Yes ☐ No

Allow File Names Displayed? ☒ Yes ☐ No

Allow for Public Download? ☐ Yes ☒ No

Submission Method:

Select File to Upload: No file selected.

If a user has multiple files, these files should be zipped together, and uploaded as a single file.

Select file(s) uploaded to Online LOMC Application ID for copying to MIP submittal drive:

If there were files uploaded through the Online LOMC application that you would like to include within the MIP submittal for this project, select them from the list below.

File Name	Description	Date Uploaded
<input type="checkbox"/> Test.doc	test	08/25/2013 4:02 PM

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

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[Complete](#)

11. Select the appropriate Access Restriction for the material. Select Yes or No for the 3 Access Restriction questions:

- Allow for Public Discovery? – *Will the public see the upload dataset returned in the Flood Risk Study Engineering Library search results?*
- Allow File Names Displayed? – *After selecting an upload dataset in the Flood Risk Study Engineering Library, can the public view the file names within the specific upload?*
- Allow for Public Download? – *In the Flood Risk Study Engineering Library can the public download the files associated with the specific upload?*

Selecting No for all 3 questions will result in the Flood Risk Study Engineering Library not displaying the uploaded materials by the public at any time. By default, the Access Restrictions will be set as defined in the [Public Access Rules](#). You cannot remove restrictions that are placed

by default, so some or all of answers to the 3 questions will not be editable. For example, Final Letter materials are publically discoverable, and their file names are publically viewable; however, Final Letter materials cannot be downloaded by the public

- Use the checkboxes to select individual files that will be stored in the MIP K: drive under Supporting Artifacts folder within Submission Repository folder as well as become searchable and retrievable via the Flood Risk Study Engineering Library

Select file(s) uploaded to Online LOMC Application ID for copying to MIP submittal drive:

If there were files uploaded through the Online LOMC application that you would like to include within the MIP submittal for this project, select them from the list below.

File Name	Description	Date Uploaded
<input checked="" type="checkbox"/> Test.doc	test	08/25/2013 4:02 PM

Warning: During the upload process, if there isn't activity in your current MIP session after 30 minutes you will be disconnected.

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Complete

- Click the Complete button to finish copying the files to the MIP K: drive

Load Amendments/Revisions Data Artifacts

Case Information:

FEMA Case Number:

13-03-0274P

Submission Details:

Product Type:

Supporting Artifacts

Effective Date:

06/09/2014

Abstract:

Flood Source

Access Restriction:

Allow for Public Discovery?

Yes

Allow File Names Displayed?

Yes

Allow for Public Download?

No

Submission Method:

File(s) Uploaded/Overwritten:

Test.doc

Exit

- The combination of what is uploaded through the Amendments or Revisions Workflow and what is uploaded through the Data Upload tab will constitute the Final Case File for MT-1 and MT-2. Mapping partners will no longer upload files using the Online LOMC Search tab, but through

Data Upload. Since these files will be tagged as “Supporting Artifacts,” based on the Public Access Rules, they will not be publicly downloadable