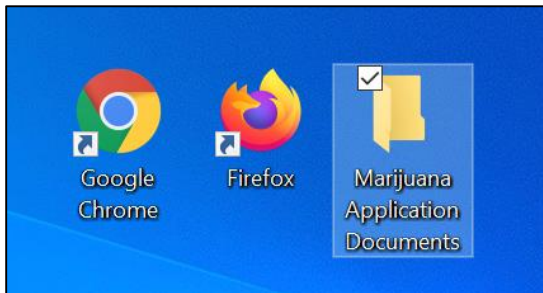


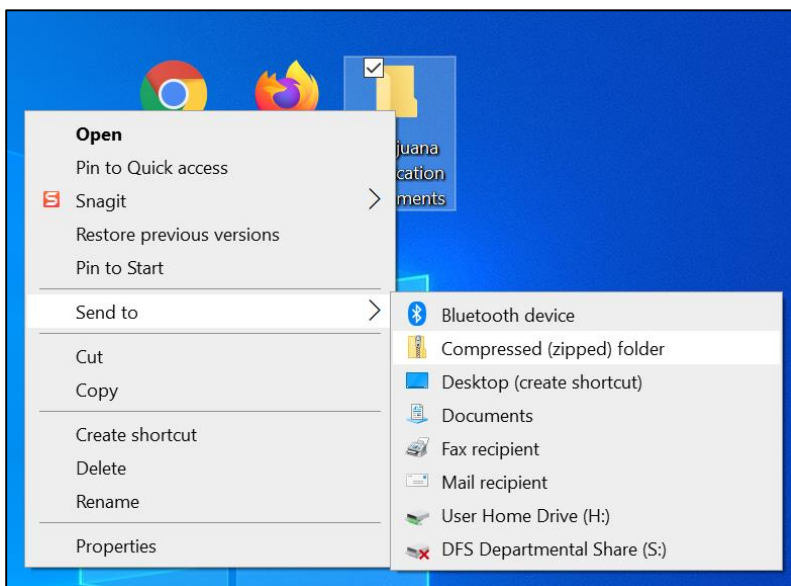
## Instructions to Create and Upload a ZIP File

**Goal: create a ZIP file in order to upload more than the maximum 10 documents to Smartsheet for your marijuana business license application.**

1. Save all of the documents that you would like to include in the ZIP file and upload to the application in a single folder on your Desktop or in the “My Documents” section of your computer. Include all documents you want to submit in a single folder.




2. Right click the folder and select “Send to” and then select the “Compressed (zipped) folder” option. Your documents will be compressed into a single ZIP file with a Zipper in the image.



3. To upload this file to the application, you have two options:

**Option A:** Drag and drop the file from your desktop to the application.

**File Upload**  
Please note that there is a limit of 10 attachments that can be submitted via this form. Once you submit these initial 10 attachments, you will receive an email notification from Smartsheet.com requesting submission of any additional attachments that you may have.

 **Marijuana Application Document**  
Drag and drop files here or [browse files](#)

**Stakeholder Information \***  
I acknowledge that if this application is being completed on behalf of an organized legal entity I will upload the name, mailing address, telephone number and email of all owners, directors, members, managers, officers, partners, or shareholders, as well as the registered agent.

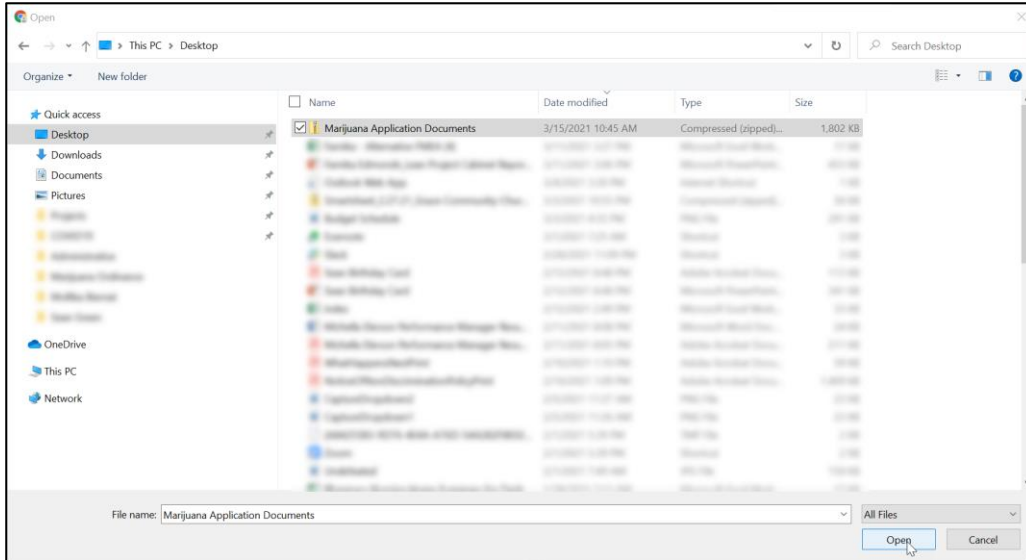
Organizational documents (i.e., partnerships, LLC, sole proprietorship, Articles of Incorporation, etc.)  
 I acknowledge the statement above.

**DPD Background Investigation Consent \***  
I authorize the Detroit Police Department to perform criminal background checks on all individuals identified as part of the ownership entity.  
 I acknowledge the statement above.

**Option B:** Browse for the file via the application. In the file browser, go to your desktop and select the ZIP file.

**File Upload**  
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Drag and drop files here or [browse files](#)



4. Confirm that your file properly uploaded. You should see your file listed in the file upload section of the Smartsheet form.

**File Upload**

Please note that there is a limit of 10 attachments that can be submitted via this form. Once you submit these initial 10 attachments, you will receive an email notification from Smartsheet.com requesting submission of any additional attachments that you may have.

 Marijuana Application Documents.zip