
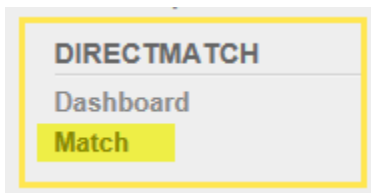


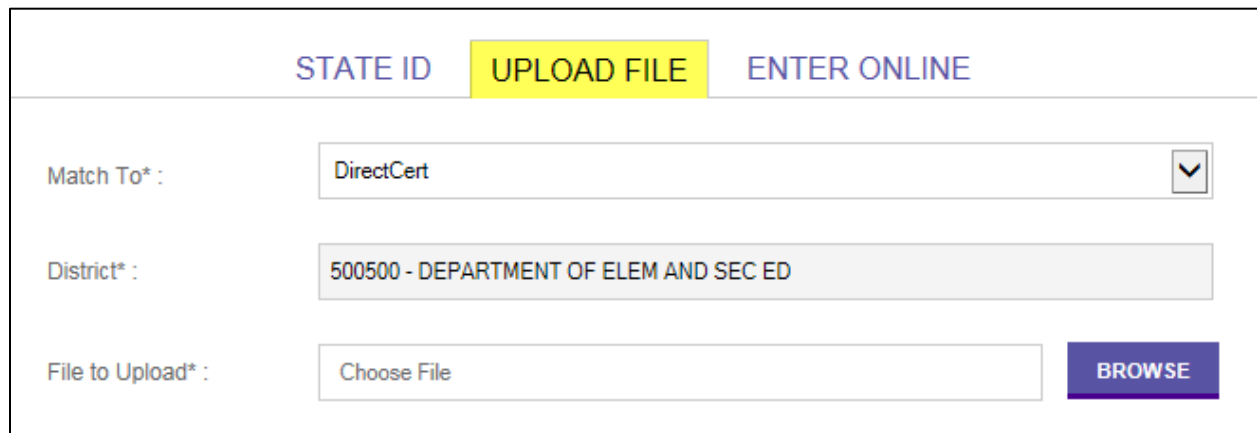
## MOSIS DirectMatch Upload File



The “Upload File” matching function .


1. Click on the “Menu” button  at the top of the screen. You will see the DirectMatch section below. Select “Match” to start the direct certification matching process.



2. Select the “Upload File” tab to upload a batch file exported from your SIS vendor or excel template.
  - a. Match To: always “Direct Cert”.
  - b. District: the system is defaulted to your current district.
  - c. File to Upload: Click “Browse” and select the file to upload.

A screenshot of a web form for uploading a file. The form has three tabs: "STATE ID", "UPLOAD FILE" (highlighted in yellow), and "ENTER ONLINE". Below the tabs are three input fields: "Match To\*" with a dropdown menu showing "DirectCert", "District\*" with a text box containing "500500 - DEPARTMENT OF ELEM AND SEC ED", and "File to Upload\*" with a text box containing "Choose File" and a "BROWSE" button.

3. Click  to start the matching process.
4. Click “Validate”.
5. Click “Back To Dashboard”
6. The matching time will depend on the size of the enrollment that was submitted. Please click your “refresh button”  at the top of your Internet Browser to check the matching status.

*If there are near matches that need to be resolved, the  button will be displayed. Please refer to the “DirectMatch\_NearMatchResolution” procedure for further information in relation to resolving DirectMatch Near Matches.*

7. If there are no near matches, the file is ready to download. Please refer to the “DirectMatch\_Download” procedure for further information in relation to downloading the DirectMatch direct certification file.