Provider Document Uploads
Frequently Asked Questions

How do I upload files to a folder?

A: Click 'Upload New File' button which will open a dialog box.

What format does a document have to be in to be uploaded?

A: any of the following are permitted: .tiff, .pdf, .jpg, .gif, .png, .doc, .docx, .txt

Is there a size limit on the documents to be uploaded?

A: A file's size cannot exceed 2MB.

How can I reduce the size of my document?

A: To reduce the size of a PDF, print the file using Adobe PDF as the printer, select the smallest file size option under the Default Settings menu and click OK on al open dialog boxes. The PDF is then converted to a smaller file. Upon completion, save the new file.

How do I create a new folder?

A: Folders can only be created by 4C. In case you need to add files that cannot be assigned to one of the pre-defined folders please put them in the 'Miscellaneous' folder. For further information please call:

Orange County: (407) 532-4113

Osceola County: (321) 219-6018

If I misspelled a word when renaming a file, how can I correct it?

A: Files can be renamed from the 'Folder Details' screen, here you have to click on the 'Rename File' button that would open a dialog box that allows you to select the Folder and the files within it that you wish to rename.

Note: You can only change the name of an existing file and not its type or extension.

Who can I contact for technical assistance?

A: Please call our office for any further assistance.

Orange County: (407) 532-4113

Osceola County: (321) 219-6018

Community Coordinated Care for Children, Inc. (4C)

Orlando Office
3500 W Colonial Dr.
Orlando, FL 32808
407-522-2252

Osceola Office
2220 E Irlo Bronson Mem Hwy Unit 7
Kissimmee, FL 34733
321-219-6300