

Using the Federated Service Solutions Upload Portal

All jobs performed for FSS will have a list of Deliverables in the back of the Scope of Work document. These will include a copy of the signed work order, and may also include signed checklists, photos of the site, photos of the equipment that has been installed, and other documents that allow us to show our clients that the job has been performed to their satisfaction.

To upload your deliverables, first navigate to upload.federatedservice.com using a web browser. You will see the following screen:

federated
SERVICE SOLUTIONS

Service Solutions for all of your Infrastructure and Technology Investments.

FSS Technician File Uploads

Work Order #:

Assigned Lead Tech ID or Phone Number:

Note: after entering the data above, press Tab or Enter ...

- You can use the resulting 'add files' button to select files.
- With newer browsers, you can simply **drag & drop files to this window**.
- The maximum file size for uploads is **50 MB**.
- Acceptable file types for upload include: **zip | pdf | pcap | dwg | xls | xlsx | doc | docx | gif | jpg | jpeg | png**.
- For multiple files *of the same type* (e.g. photographs), please zip them into one file before uploading.

[Click for help with: Zipping Files | Uploading | Image Resizer](#)

Technology Deployment that is national in scope, local in delivery, and fast in response.

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Corporate Office: 30955 Northwestern Highway | Farmington Hills, Michigan 48334 USA

Enter your work order number and either your Tech ID or phone number into the appropriate fields, and then press Enter. The screen will update, and fill in the job information automatically. Make sure the job information corresponds to the project you worked on:

Corporate Office:

30955 Northwestern Highway | Farmington Hills, Michigan 48334 USA | (248) 539-9000 | www.federatedservice.com

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FSS Technician File Uploads

Work Order #:

Assigned Lead Tech ID or Phone Number: If this is *not* you, please enter your name above.

Customer: Project #: Project Name:

Site ID: Site Name: First Site Visit:

Note: after entering the data above, press Tab or Enter ...

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From here, you can either drag-and-drop your deliverable files onto the page, or click the Add Files button to navigate to their location on your hard drive. There will be a dropdown menu next to the file labeled Upload Type; select the appropriate type of deliverable from this menu. (Signed Work Orders, Survey Forms, Photographs, Daily Checklist, etc.) Drag or Add all your deliverables onto the page, select type, and then hit Upload when all are ready. This will upload them into our database tagged with your name, work order number, and upload type.

If your upload is successful, you will see a confirmation box pop up in the top right corner of the page. (right)

Confirmation #: 84910

Bar-217_Photos_15-06-18_1355122873.zip
(tvr-player-v2.61.03-setup.zip).

Mouse over this alert and click x to close it.



- Do not upload individual photographs; group photos into a zip file for upload.
- Do not include Invoices or Work Orders in the same zip or PDF with other paperwork or photos.
- Maximum file size is 50MB; you will have to create multiple zip files if you need to upload more data.
- If you have issues uploading your deliverables, call FSS support at 248-688-0024.

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