

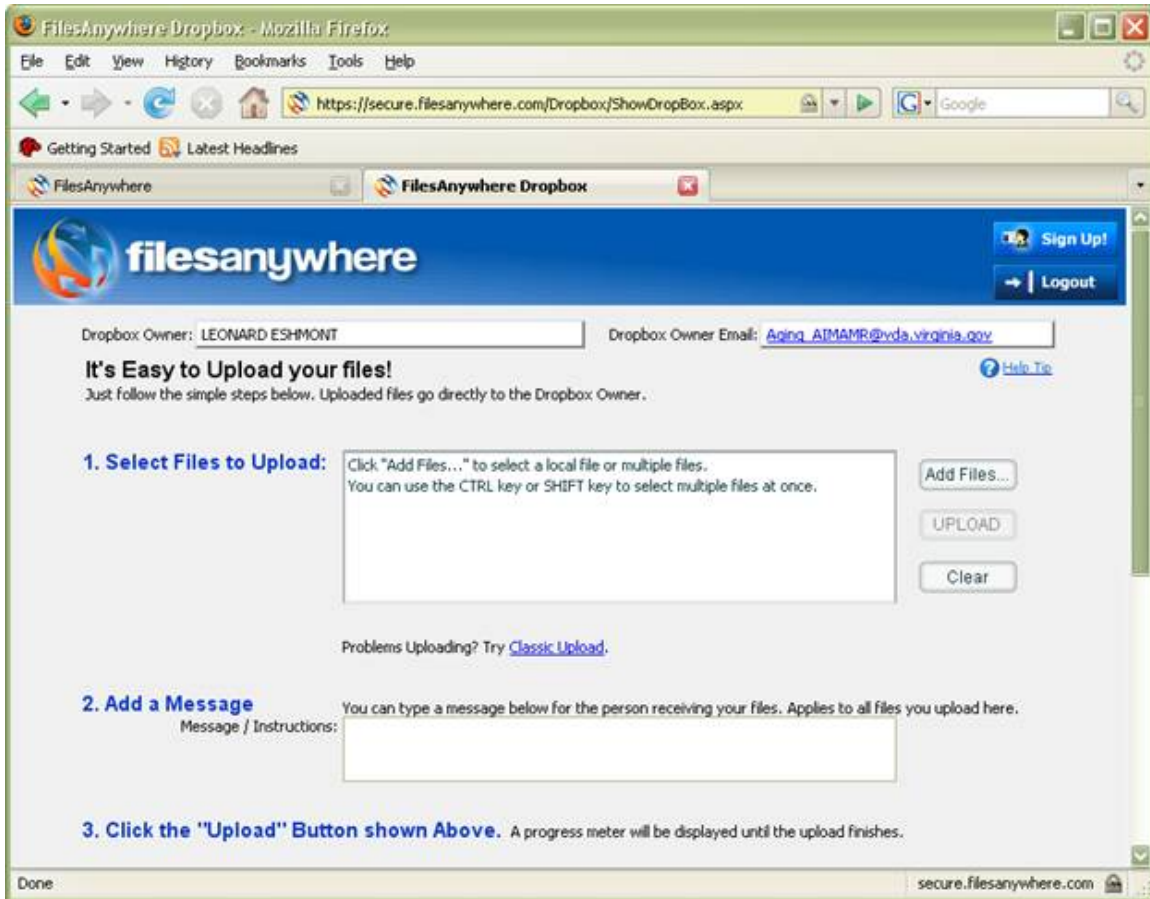
## Monthly AIM Upload Instructions for Area Agencies on Aging

### To upload AIM replication (zip) files:

Use the link that was provided to your AIM administrator in December 2008 to access the upload website (it's different for each AAA).

Enter your AIM upload password.

The website will load the following screen and you are now ready to upload your AIM file.



Click "Add Files...".

Locate your AIM replication file on your computer or network.

Double-click the file, or click "Open".

The file name will then appear in the "1. Select Files to Upload" box.

If you have additional files to upload, choose "Add Files" again and repeat "add Files" steps as above.

Click Upload.

Once the file is uploaded, you will see "File Drop Successful!" in addition to the file size(s) and duration of the upload.

Click "Logout" (in the upper right corner, under "Sign Up").

If an error occurs during upload, please confirm the file was received by emailing the error message to the [aging\\_aimamr@vda.virginia.gov](mailto:aging_aimamr@vda.virginia.gov) email address.

### To Submit the AMR (Aging Monthly Report) with AIM data page completed:

Send your AMR with the AIM Monthly Verification Data worksheet completed to the following e-mail address: [aging\\_aimamr@vda.virginia.gov](mailto:aging_aimamr@vda.virginia.gov)

Procedures for submitting the financial AMR remain the same ([reports@vda.virginia.gov](mailto:reports@vda.virginia.gov)).