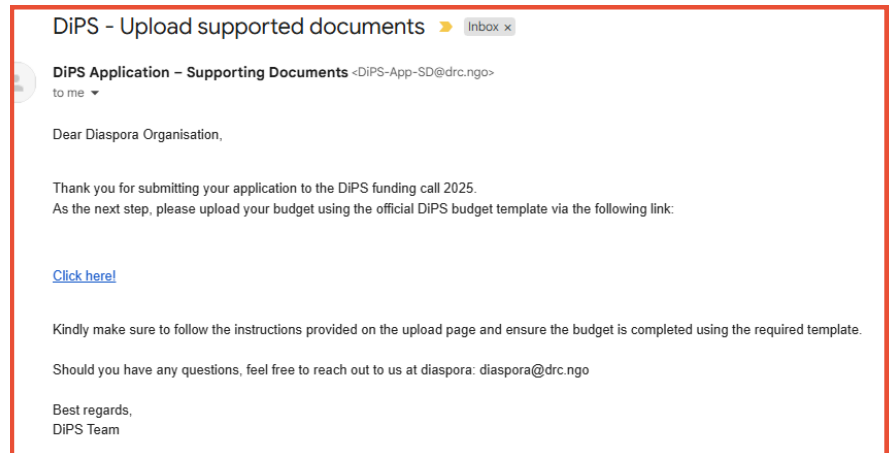


How to Upload Your DiPS Budget Template

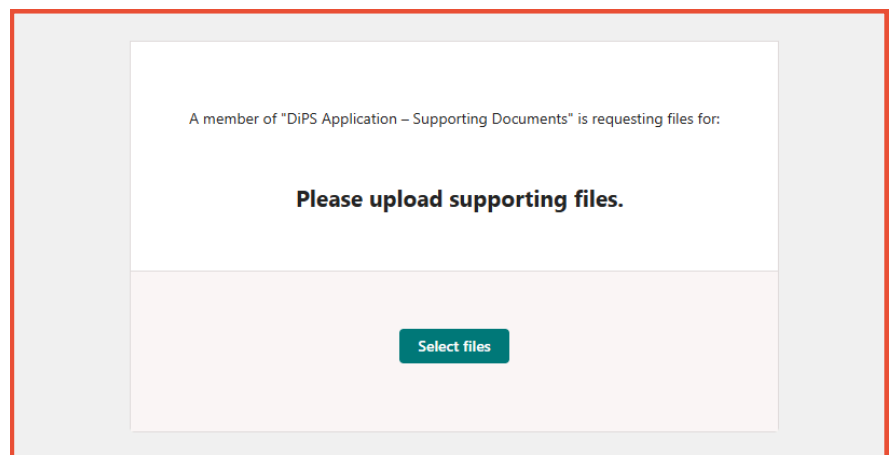
- Check your email inbox for a message from DiPS with the subject “DiPS – Upload supported documents.” This email contains the secure link you’ll need to upload your budget file.



- Click the upload link provided in the email. This will open a secure OneDrive folder where you can upload your document.



- Click the "Select files" button and choose your completed DiPS budget template from your device. Once selected, the upload will begin automatically.



- Make sure the upload is complete before closing the window. You should see your file listed in the folder once it's uploaded.

Important Notes:

- Ensure you use the official DiPS 2025 budget template provided on the DiPS website.
- You do not need to log in or create an account.
- If you experience any issues or have questions, contact us at: diaspora@drc.ngo