



If you have a presentation file that exceeds the file size limit for email (~10 MB), please follow the instructions below to submit your file to Public Submissions.

1. After submitting

the [Public Submissions Form](#), email PublicSubmissions@calgary.ca requesting a link to a folder for your file. **Note: the folder created will be linked to the email address you provide.**



2. Click

on the link provided by the Legislative Specialist via email.



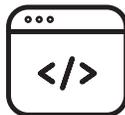
3. Enter

your email address when prompted. **Note: this must be the same address that you received the link from.**



4. Select

"Send Code".



5. Enter

the one-time code that was sent to your email address.



6. You may be

prompted to set up an additional security measure. If this occurs, **DO NOT set up the Microsoft Authenticator App.**



7. Choose

"I want to set up a different method". If this isn't required, skip to Step 11.

8. Select

to receive a code via text and input your cellphone number.



9. Receive

a one-time code via text.



10. Enter

the code and the folder will be accessible to you.



11. Upload

the files* and advise PublicSubmissions@calgary.ca when this is completed.

**files must be uploaded in the folder prior to the deadline.*



12. Reminder

the City Clerk's Office will not receive materials after the **deadline**.