How to Upload to ShareBase

To upload the electronic HPCA to SC SHPO, visit: https://scdah.sc.gov/income-producing-tax-credit-electronic-application-submittal (highlighted in purple)

Or visit: https://scdah.sc.gov/ → "Historic Preservation" → "Programs" → "Tax Incentives" →"Income-Producing" → "Application"

On the resulting webpage matching the above, click the "CLICK HERE TO UPLOAD APPLICATION" button at the bottom to be taken to ShareBase, SC SHPO's HPCA electronic application submission portal (highlighted in purple).
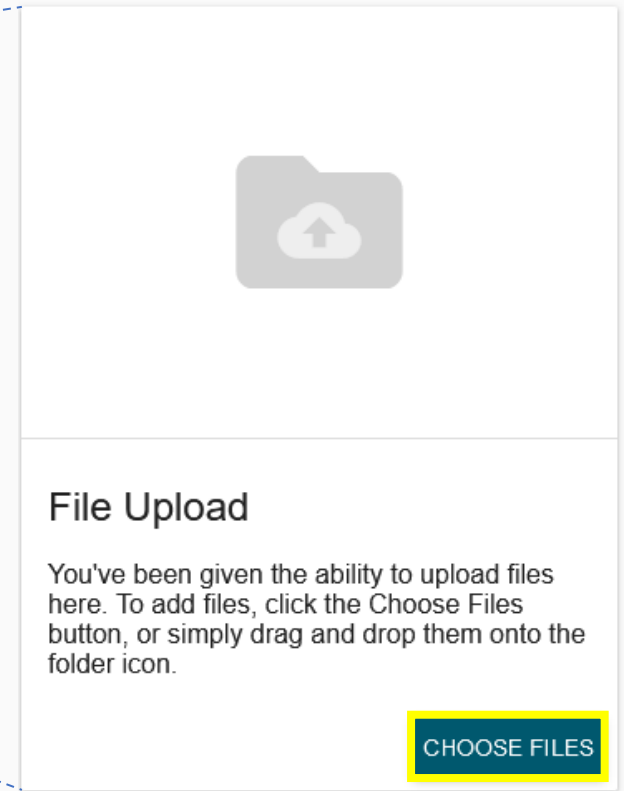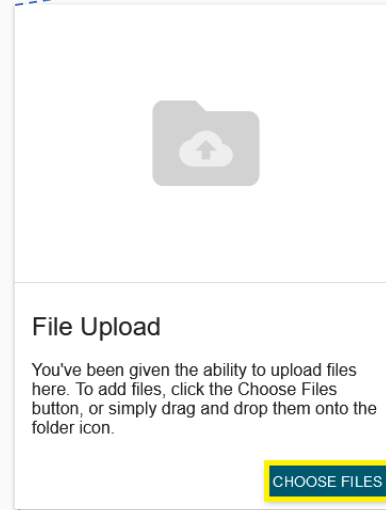
Welcome to SHPO's ShareBase portal!

To begin sending electronic files, click the "CHOOSE FILES" button (highlighted in yellow). Alternatively, you may drag and drop files onto the folder icon.

File Upload

‹‹ Electronic HPCA Application Submission Info › External Tutorials

Search External Tutorials

Organize ▼   New folder

- OneDrive - South
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  - HP_RECOVERY (
  - HP_TOOLS (E:)
  - SYSTEM (G:)
  - New Volume (H:
- Network

Name	Date modified	Type	Size
99999_Part2_Photos_SCStatehouse_1100...	7/5/2023 3:57 PM	Adobe Acrobat D...	1,042 KB

File name: 99999_Part2_Photos_SCStatehouse_1100GervaisSt_Columbia_SC.pdf
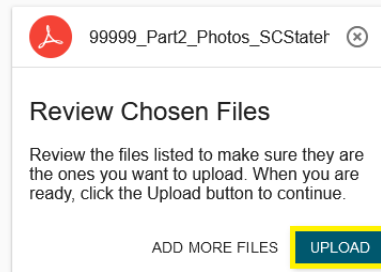
All Files (*.*)

Open   Cancel

In the pop-up window, go to the folder on your computer with the application materials and select those to be uploaded. Please note that only files and zipped folders may be uploaded.

Then the hit the "open" button at the bottom-right hand corner of the pop-up window (highlighted in yellow).
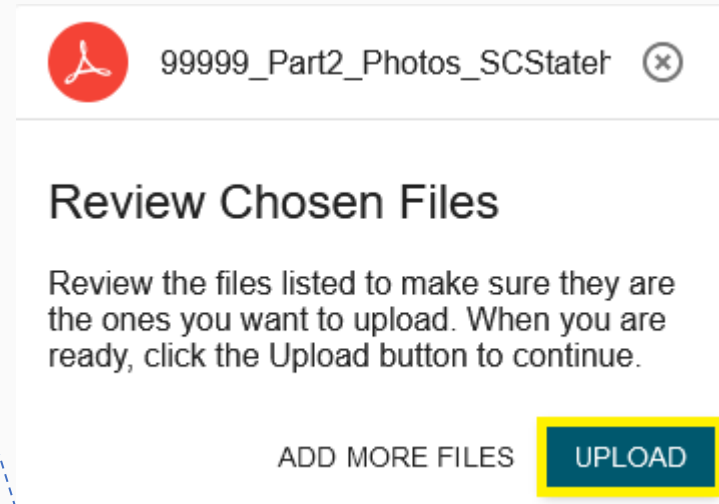
ShareBase will then allow you to review the chosen files.

Here, you may also add more files to be uploaded (to avoid issues with uploading, SHPO recommends limiting the number of files uploaded at once).

If ready to send the electronic files to SHPO, hit the "upload" button (highlighted in yellow).
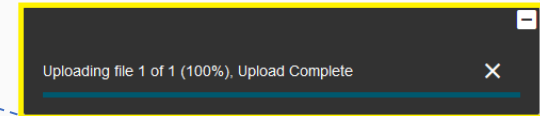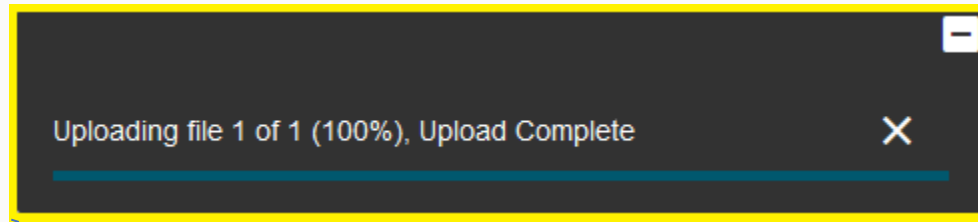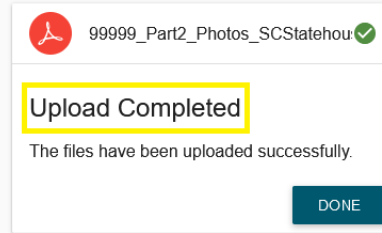
While the file(s) upload(s), pay attention to the upload-progress tracker in the bottom-right hand corner of ShareBase.

Once the upload has completed, ShareBase will display an announcement in the center of the screen stating the files have uploaded successfully.

At this point, SHPO will receive a notice from ShareBase that new files have been uploaded.

➔ *Incorrectly named files will <u>NOT</u> be accepted – SHPO will notify you via email if there are any file naming convention issues; you will be responsible for re-uploading them with the corrected file names.*