



1. Logging into MODS

If you've successfully registered for MODS through [MODS registration](#) and have received an email stating you've been approved, you may then begin uploading documents to the system through the [MODS upload page](#).

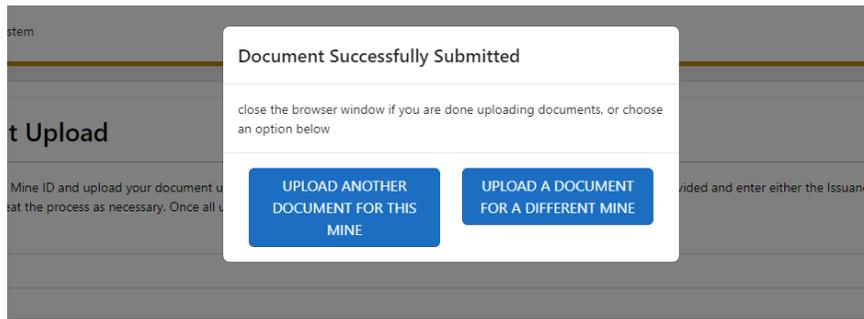
2. Document Upload Procedure

To upload a document, you must provide the following information:

1. Mine ID
2. Document Type
3. Date of Approval/Date of Issuance (dependent on document type)
4. PDF document to be uploaded

A screenshot of the 'Document Upload' form in the MODS system. The form has a title 'Document Upload' and a sub-header. Below the header, there is instructional text: 'Please enter the CA Mine ID and upload your document using the upload button/option. Select the 'Document Type' from the options provided and enter either the Issuance or Approval date of the document. Repeat the process as necessary. Once all uploads are complete, you may close the browser window or tab.' Below this is another line of text: 'To assist our transparency efforts, the Department appreciates submittal of documents in an accessible format and compliance with Sections 7405 and 11135 of the Government Code, and the Web Content Accessibility Guidelines 2.1, published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.' The form contains four main input areas, each with a red arrow pointing to it from the left: 1. 'Mine ID (Required)' with a text input field containing '91-01-0001'. 2. 'Document Type (Required)' with a dropdown menu showing 'Administrative Decision (Following an Appeal of an Order to Comply)'. 3. 'Date of Issuance (Required)' with a date picker field. 4. 'Select a PDF document to upload (Required)' with a 'Select File' button. At the bottom right of the form are two buttons: 'SUBMIT' (blue) and 'CANCEL' (grey).

Click the 'SUBMIT' button to finish the process. Once the upload has finished, you will be prompted with a pop-up message as shown below with the options to submit another document for the same mine or for a different mine. If you have no other documents to upload you may close the window.



3. Feedback Email Examples

You will receive an email confirmation for your document submission as shown below:

Subject: MODS Submission Success Confirmation

Hello Jim Carey,

Your submission of the **Stipulated Order to Comply** Stipulated Order to Comply.pdf for mine **91-34-0053** was received by the Division of Mine Reclamation Mines Online Document Submittal System on **Tuesday, December 7, 2021 at 9:03 AM**. This email was automatically generated. If you have any questions please email DMR@conservation.ca.gov.

Thank you,

Division of Mine Reclamation

If necessary, Division of Mine Reclamation staff may return the submitted document via a return email as shown below:

Subject: MODS File Submission Return Notification

Hi Jim Carey,

Your submission of the **Stipulated Order to Comply** 34-0053_1999-01-02_APP_SOTC for **91-34-0053** was returned by Division of Mine Reclamation staff for the following reason:

Craig 12/7/2021 - Document is not readable

Please re-submit the corrected document. This email was automatically generated. If you have any questions please email DMR@conservation.ca.gov.

Thank you,

Division of Mine Reclamation