



# HELP PRESERVE THE HISTORY OF NORTH CAROLINA MAPS

## Instructions for Uploading Maps to The NCSS MAPS Database

1. Call the NCSS office and ask to be set up as a MAPS administrator.
2. Log onto *ncsurveyors.com*. (Use your same login and password to become an administrator.) example:
  - a. L-1111
  - b. History1!
3. Just under the main heading tabs, you will see **L-1111** and **Admin**
4. Click on the **Admin** icon.
5. On the left side of screen click on the pushpin icon labeled **Maps**.
6. You will see a listing of all current maps uploaded into system.
7. Click on the button at top of page labeled **Create Map**.
8. Fill out all the appropriate information you have for the map.
9. Browse the files where the map is stored and upload from appropriate source.

NOTE: If a longitude and latitude can be located, there will be a Google Earth push pin and ground view available. However, maps can be uploaded without this feature.

10. After all available information available is entered, press **SAVE**.