

The NPS is currently unable to receive Annual Financial Reports through the AFR website due to system problems. Concessioners who need to submit an Annual Financial Report during this time should go to http://concessions.nps.gov/tools_afr.htm for updated information and forms for submitting the AFR.

During this time, continue to use the electronic AFR Long Form or AFR Short Form and associated User's Guides. Although the forms are the same, there are several changes in the submittal process to accommodate the current situation:

- There is no need to create or login to an AFR User Account, as described in section 2 of the User's Guides. You will not be able to access the account login area of the AFR website.
- Fill in the AFR Long Form or AFR Short Form as usual, but do not create a Prepared Data File as directed on the submit tab. Since the form is not being uploaded to the website, there is no need to create the Prepared Data File.
- Once you have completed the AFR, please send the file and any attachments as an e-mail attachment to afr_submission@nps.gov. If you are able to compress the file(s) using WinZip, please do so.
 - Open the program you use for email, such as Gmail, Outlook, Yahoo, or Hotmail.
 - Begin a new email message. In the 'To:' line type afr_submission@nps.gov. In the 'Subject:' line type "2010 AFR submission for ConclID" using the appropriate year and your concessioner ID.
 - In the body of the email, type your contact information, including: First and Last Name, Business Name, Telephone Number and Email address
 - Click the paperclip icon or 'Attach File' button. Browse for your AFR Long Form or AFR Short Form. Double-click on the file to attach it to your email. If you have additional supporting files to submit, repeat this step.
 - Click 'Send' to submit your AFR to the NPS.

Detailed instructions on how to send an email with attachment are available through your e-mail provider. Links to instructions for common e-mail programs are included below:

<i>Gmail</i>	http://mail.google.com/support/bin/answer.py?hl=en&answer=6584
<i>Hotmail</i>	http://www.ehow.com/how_6243860_attach-files-hotmail.html
<i>Outlook</i>	http://office.microsoft.com/en-us/outlook-help/attach-a-file-message-contact-or-task-to-an-email-message-HP010354948.aspx?CTT=1
<i>Yahoo!</i>	http://help.yahoo.com/tutorials/mmail/mmail/mm_compose5.html
<i>Lotus Notes</i>	http://www-10.lotus.com/ldd/dominowiki.nsf/dx/attach-a-file
<i>AOL</i>	http://help.aol.com/help/microsites/microsite.do?cmd=displayKCPopup&docType=kc&externalId=218699
<i>Mail (Mac)</i>	http://support.apple.com/kb/HT2500

Questions or Concerns? Please send an e-mail to afr_submission@nps.gov. If you need to reach someone urgently, call Emily Backus at 303-987-6919.