

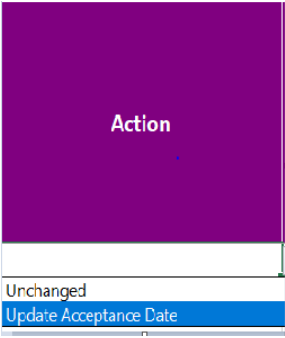
Modified on: Thu, 3 Nov, 2022 at 1:54 PM

1. **Sign in** to your Qapita Account
2. Click **Settings** on the left menu and select Bulk Upload
3. Select **Grant Awards – Option Awards/ Share Awards / SAR Awards**

4. Select "**Extend Date of Acceptance**" as shown in the above image.
5. Scroll down and select "**Download Template with Data**"

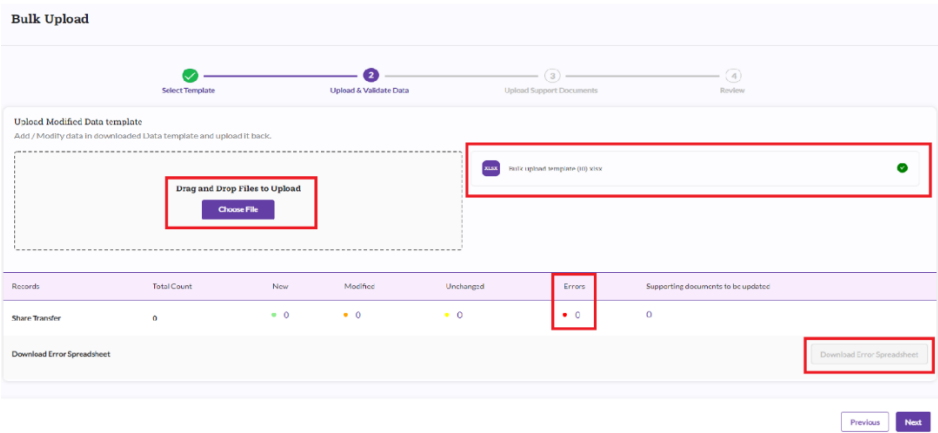
[illegible]

A. Click on **Action** dropdown and change the value from “unchanged” to “update Last Date of Acceptance”

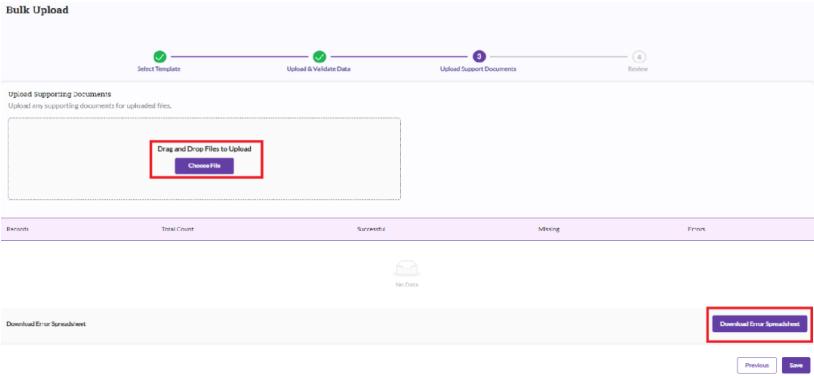


B. Do not edit the Greyed fields. This field is to update the Last Date of Acceptance only. Scroll to the last column and update the **Last Date of Acceptance in the format (yyyy-mm-dd)**

- 6. **Save** the file.
- 7. On the Bulk Upload page of your Qapita Account, please click on **Upload File** at the right bottom of the page. Click on **Choose File** and upload the saved file



8. Click on **Save**



Upon submitting, the last date of acceptance for the grants will be modified and can be viewed for the corresponding grant.