CHECK VALIDITY

START

ENTER THE USERNAME AND PASSWORD

THE APPLICATION OPENS WITH LOGIN CREDENTIALS

IF NOT VALID

A WINDOW WITH 3 TABS OPENS…

UPLOAD YOUR DOCUMENTS AND PROFILE

THE APPLICATION STOPS

CHECK VALIDITY

ENTER USERNAME AND PASSWORD AGAIN

IF NOT VALID

SELECT ‘YOUR DOCUMENTS’

SELECT ‘UPLOAD’

CLICK UPLOAD

STOP

ENTER THE ENC. CODE

SELECT THE DOCUMENT

SELECT THE DOCUMENT

UPLOAD WITH ENC.

A WINDOW APPEARS WITH OPTIONS:

‘UPLOAD WITH ENC.’

‘UOLOAD WITHOUT ENC.’