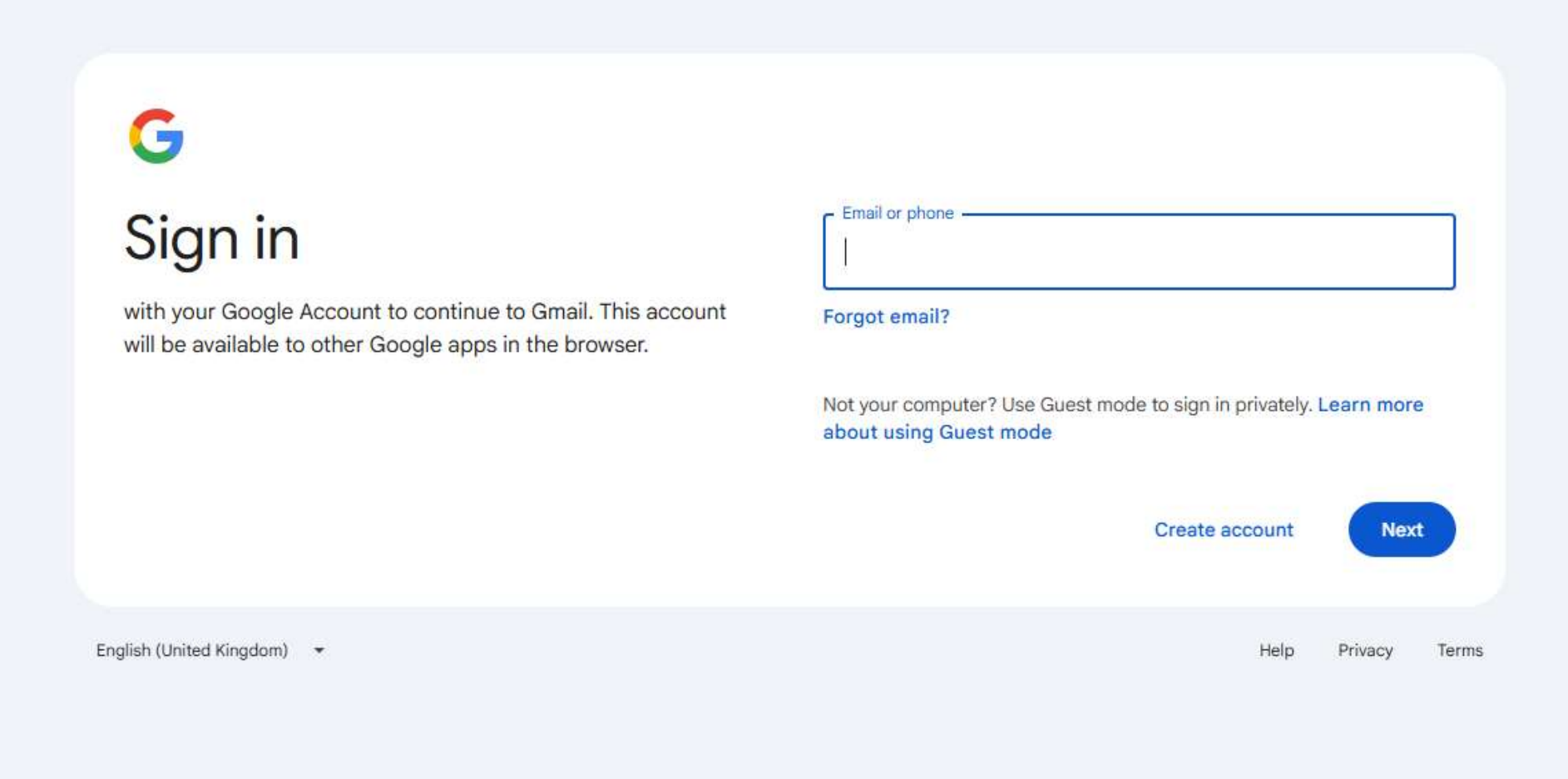


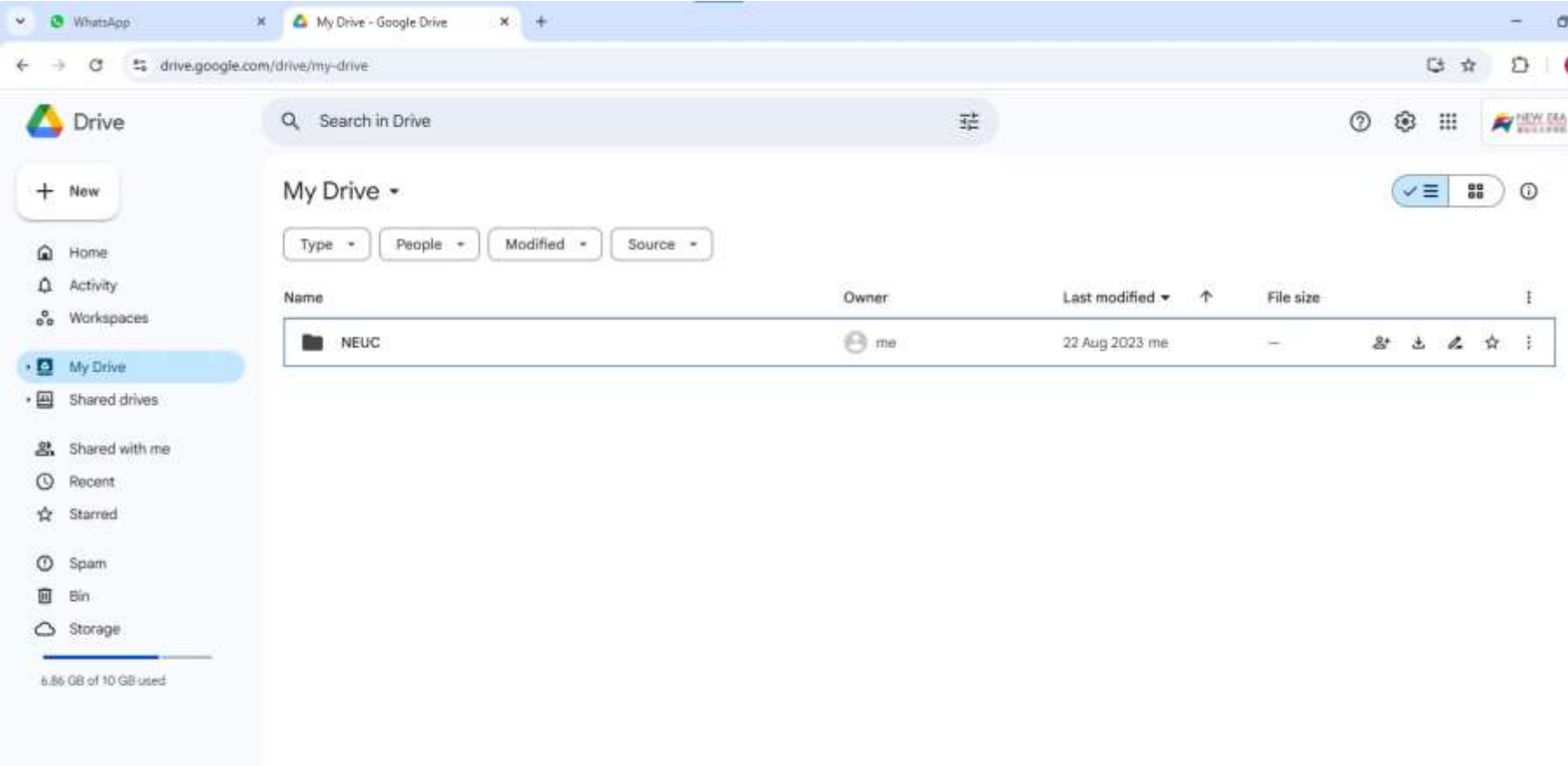
HOW TO UPLOAD A FILE, CHANGE ACCESS PERMISSIONS & COPY A FILE LINK ON THE GOOGLE DRIVE

1. Log in to your Gmail account.

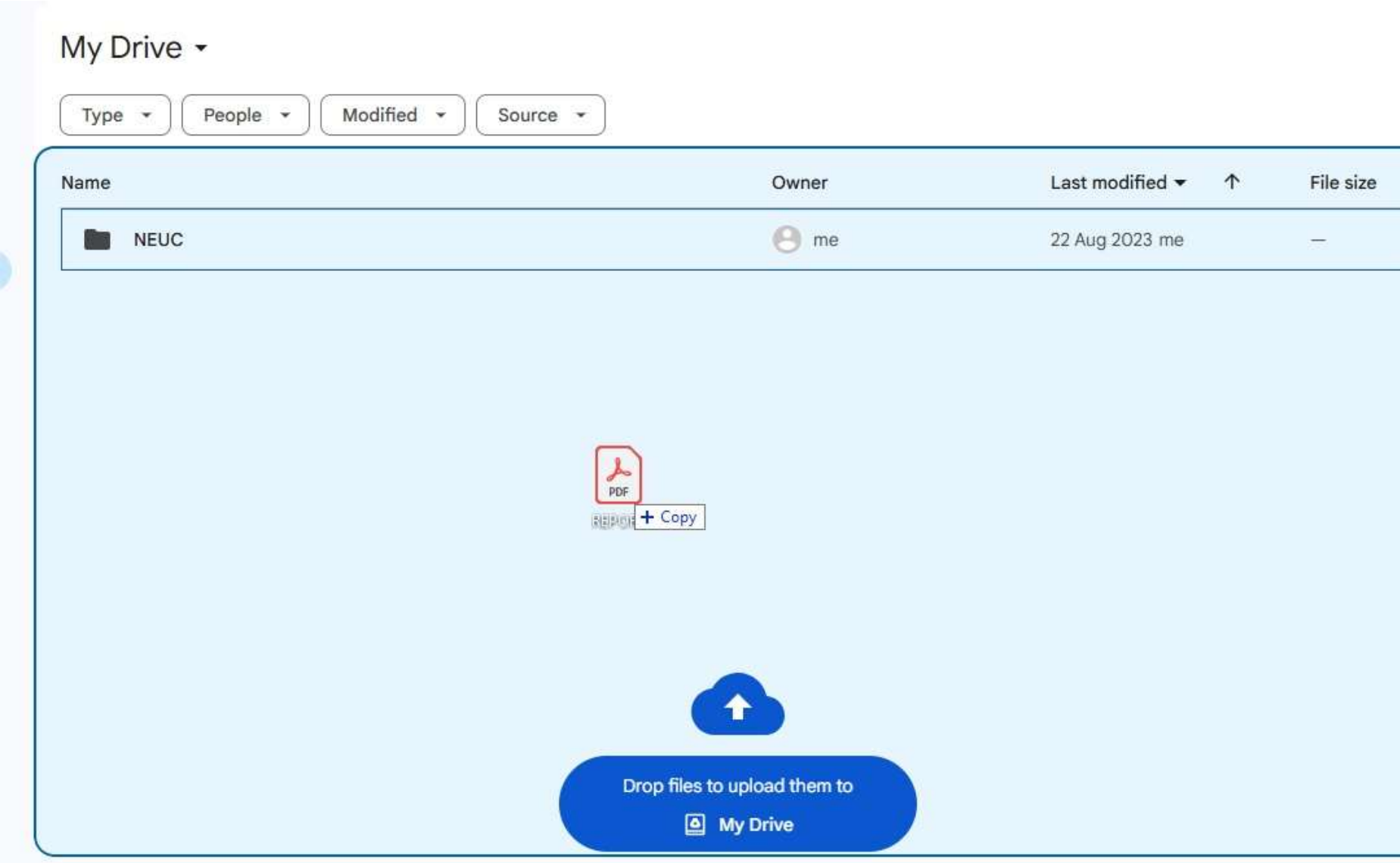


The screenshot shows the Google Sign in interface. On the left, there is the Google 'G' logo and the text 'Sign in with your Google Account to continue to Gmail. This account will be available to other Google apps in the browser.' On the right, there is a text input field labeled 'Email or phone' with a vertical cursor. Below the input field is a link for 'Forgot email?'. Further down, there is a link for 'Not your computer? Use Guest mode to sign in privately. Learn more about using Guest mode'. At the bottom right, there are two buttons: 'Create account' and a blue 'Next' button. At the bottom left, there is a language selector showing 'English (United Kingdom)'. At the bottom right, there are links for 'Help', 'Privacy', and 'Terms'.

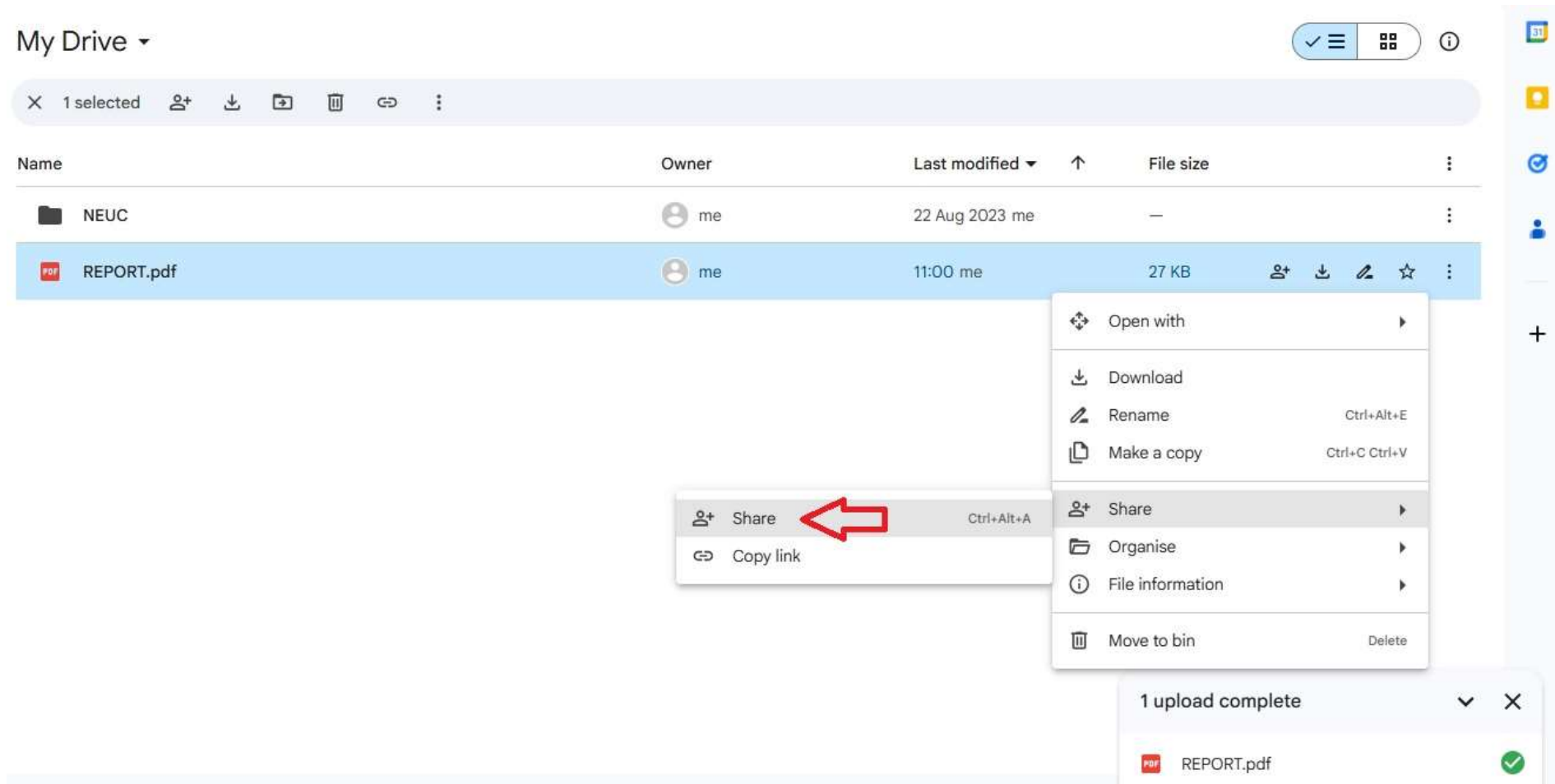
2. Open your Google Drive via <https://drive.google.com/drive/my-drive> :



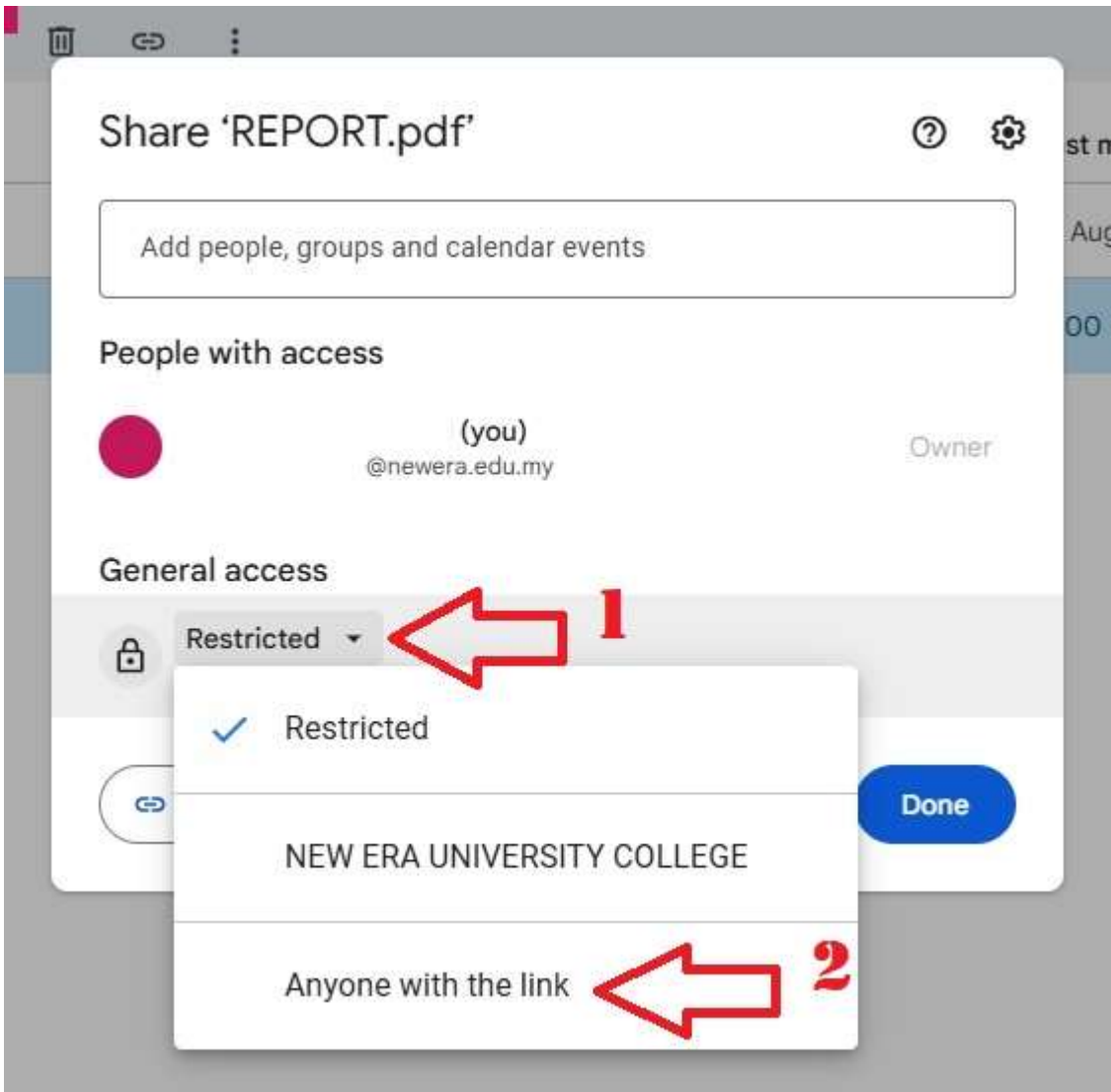
3. Drag your report to upload to the Google Drive:



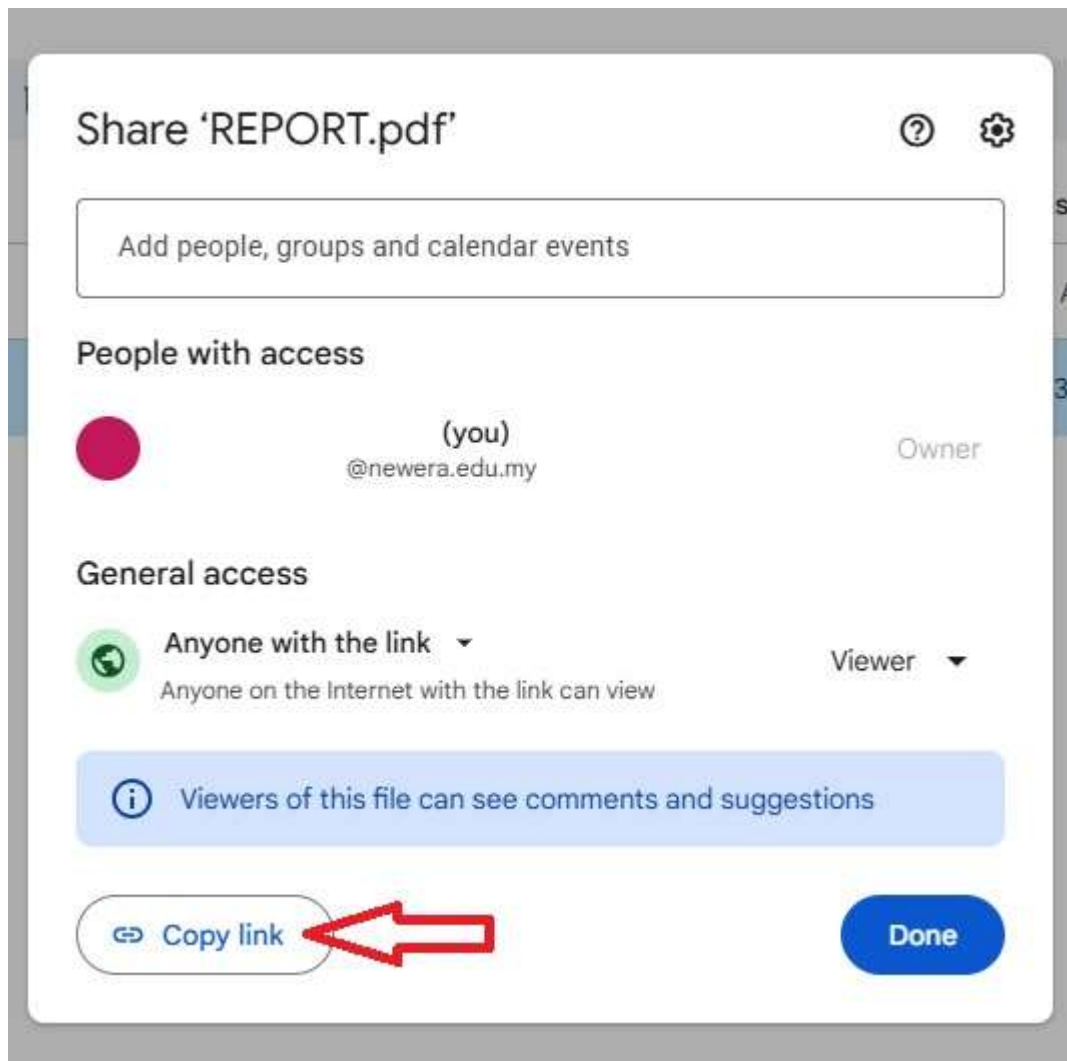
4. Once uploaded, right-click on the file and select “Share”, then click the “Share” on the second selection tap:



5. Change the "Restricted" to "Anyone with the link" under the General access panel:



6. Click on the “Copy Link” icon to copy the link:



7. Now you can paste the copied link to the related column in the online registration website.

(Instructions end)