Candidature Agreement Quick Reference Card

Quick Guide to Attach Document

1. Add new Document.

Click Add New Document in the Additional Documents page. (Figure 1)

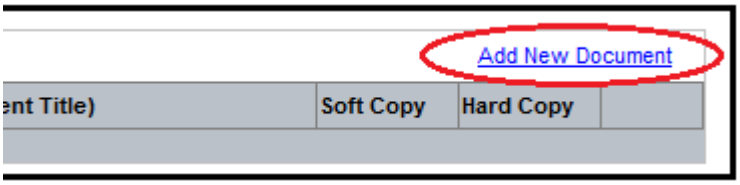

Figure 1 Add New Document

2. Document Description.

Type in "Document Description". Please note this is mandatory field. (Figure 2)

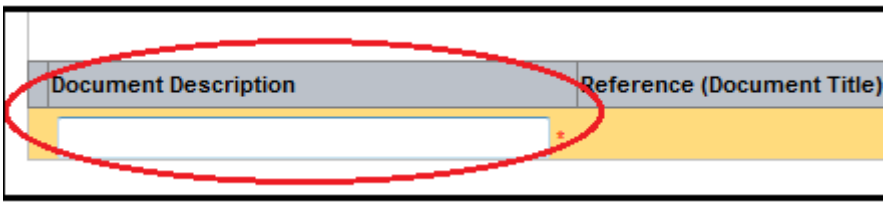

Figure 2 Document Description

3. Green tick

Click the green tick. (Figure 3)

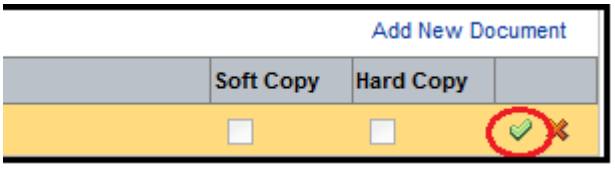

Figure 3 Green tick

4. Select Soft Copy.

Select the Soft copy. (Figure 4)

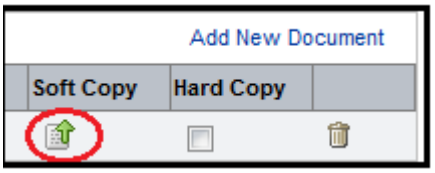

Figure 4 Click the Soft Copy

Quick Guide to Attach Document

5. Upload the file

Browse the file and click "OK" to upload. You can add description but that is optional.

(Figure 5)

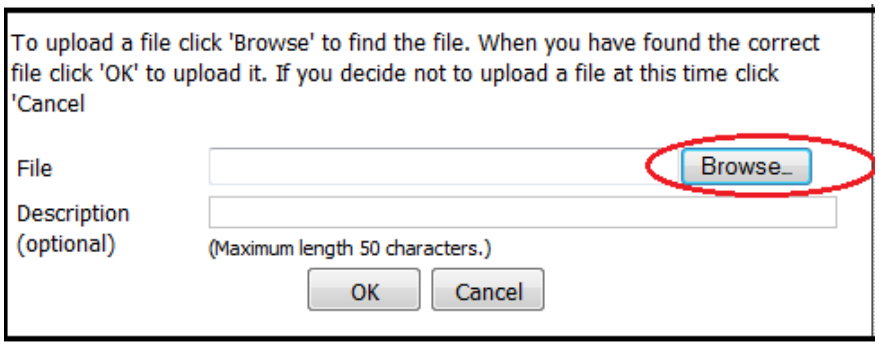

Figure 5 Uploading the file.

6. File is now uploaded. (Figure 6)

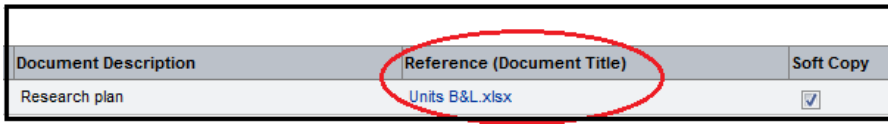

Figure 6 Document uploaded