


EOS Web Upload Guide

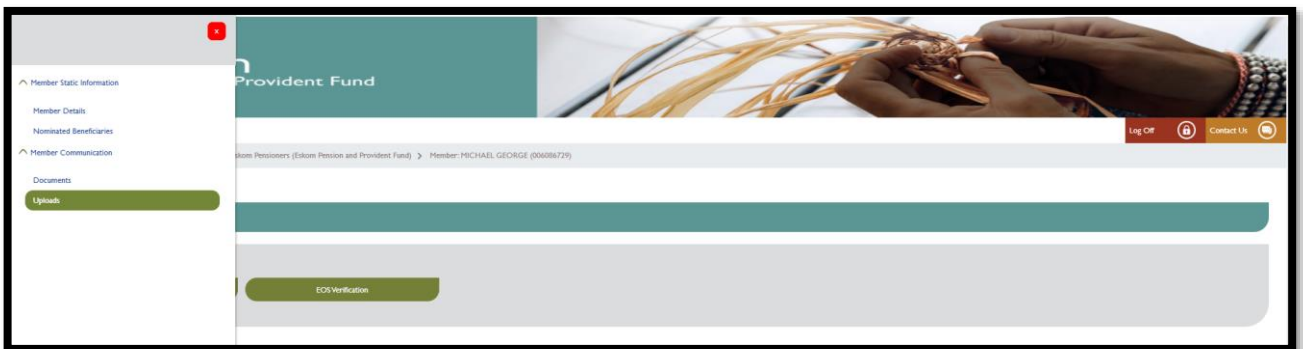
The purpose of this guide is to highlight the functionality available to members who are registered on the EPPF Member Portal, to upload their completed EOS forms onto the portal.

We have put together this short and descriptive guideline to assist you when uploading your documents on the member portal, please follow the below steps:

If you have never registered on the Member Portal, kindly refer to the **Getting Started Manual** available on the EPPF website. [Click here](#) to be directed to the manual.

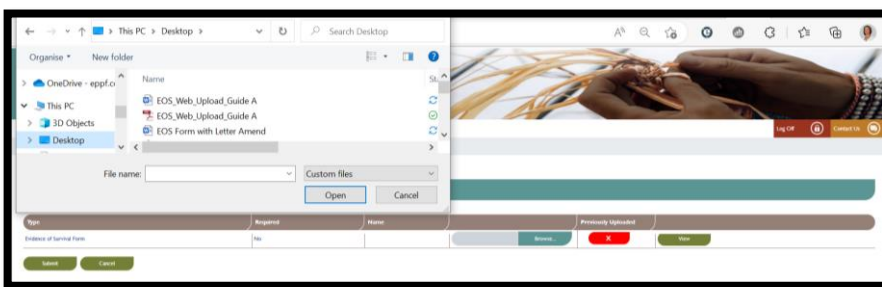
After logging into the portal, you will land on the Member Details page. From this page follow the steps below.

Step one: Click on  and go to member communication drop-down and select the **Uploads** option.

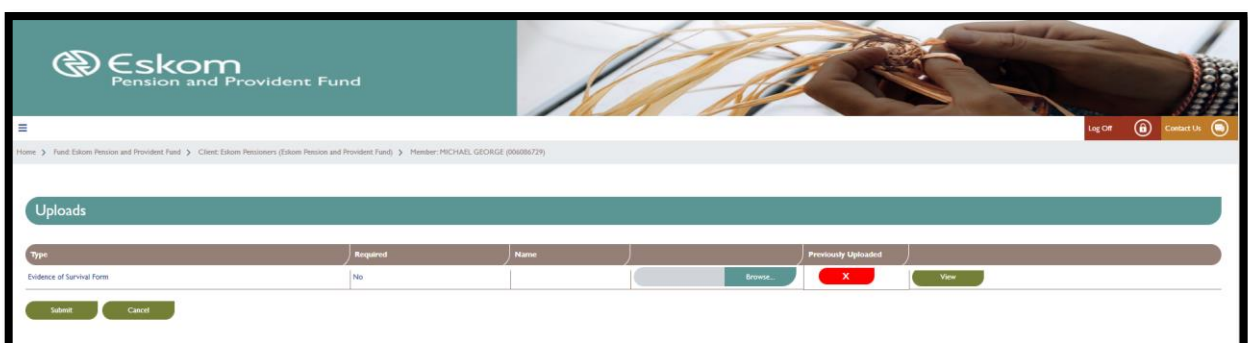


Step two: click **browse** to search for the EOS form you have already saved on your computer or mobile device.

Please note that the maximum file size that can be uploaded is 5 megabytes, if the file is larger than this size it will not upload onto the website.



Step three: select the file from the location you have saved it on and click **open** to upload it to the website.



Step four: Click the **Submit** button to finalise the upload of the document onto the website.

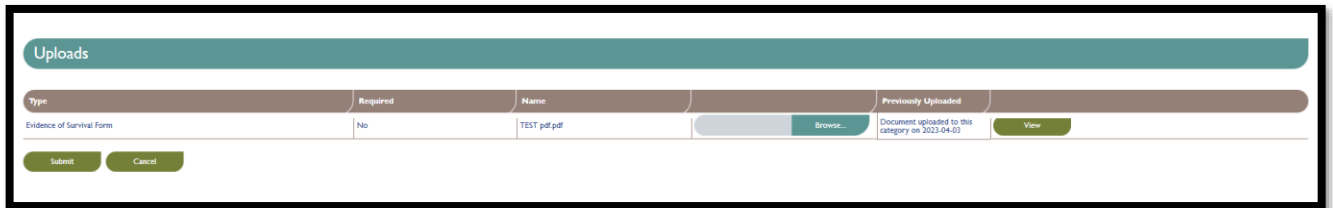


The screenshot shows a web interface titled "Uploads". It features a table with the following columns: "Type", "Required", "Name", "Previously Uploaded", and "View". The table contains one row with the following data: "Evidence of Survival Form", "No", "TEST pdf.pdf", and a red "X" icon. Below the table, there are two buttons: "Submit" (highlighted in green) and "Cancel".

| Type | Required | Name | Previously Uploaded | View |
|---------------------------|----------|--------------|---------------------|------|
| Evidence of Survival Form | No | TEST pdf.pdf | X | View |

Submit Cancel

Step five: a message will pop-up on your screen under Previously Uploaded, to show that the document has been uploaded with the date that the document was loaded on.



The screenshot shows the same "Uploads" interface as in the previous step. The table now shows the document "Evidence of Survival Form" with the "Previously Uploaded" column containing the text "Document uploaded to this category on 2022-04-03". The "View" button is highlighted in green.

| Type | Required | Name | Previously Uploaded | View |
|---------------------------|----------|--------------|--------------------------------------------------|------|
| Evidence of Survival Form | No | TEST pdf.pdf | Document uploaded to this category on 2022-04-03 | View |

Submit Cancel