Covid-19 Tourism Relief Fund Application Form **User Guide**

Contents

1. Registering

- Click on the link you have received via email.
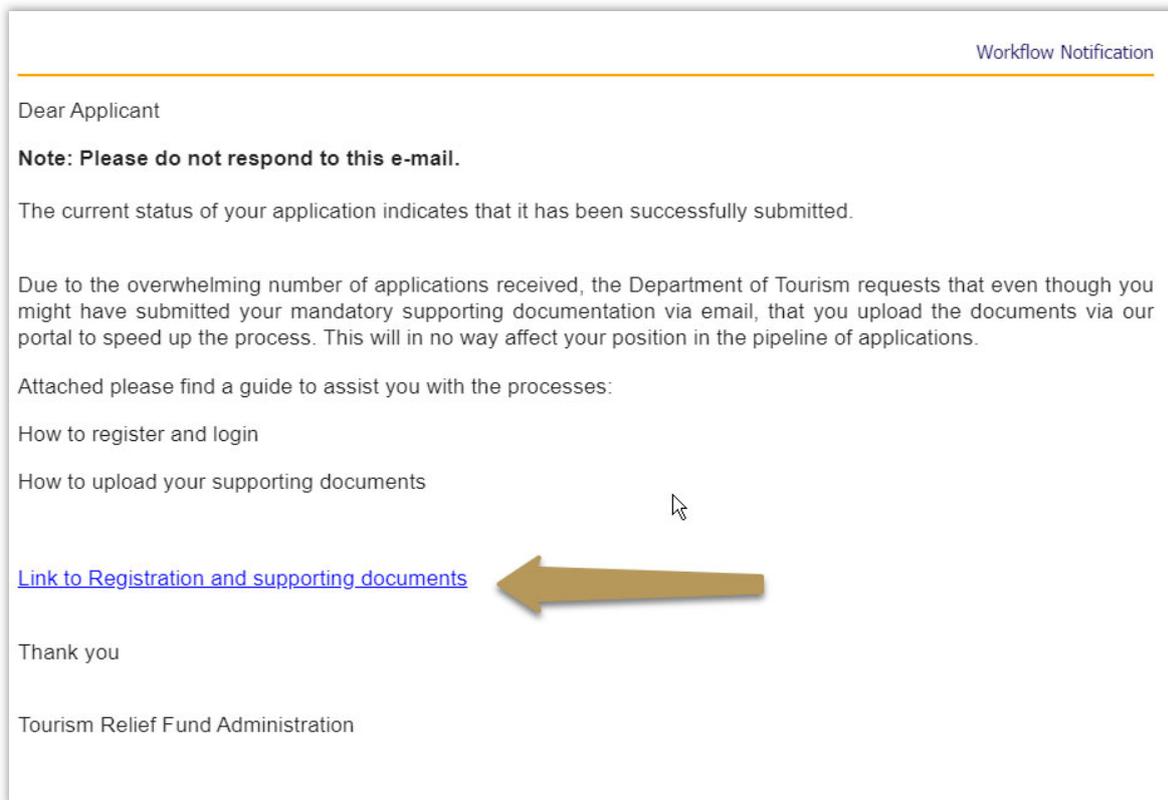
Figure 1: Link in email

- You need to register using the **same email address** you used when filling in the application form.
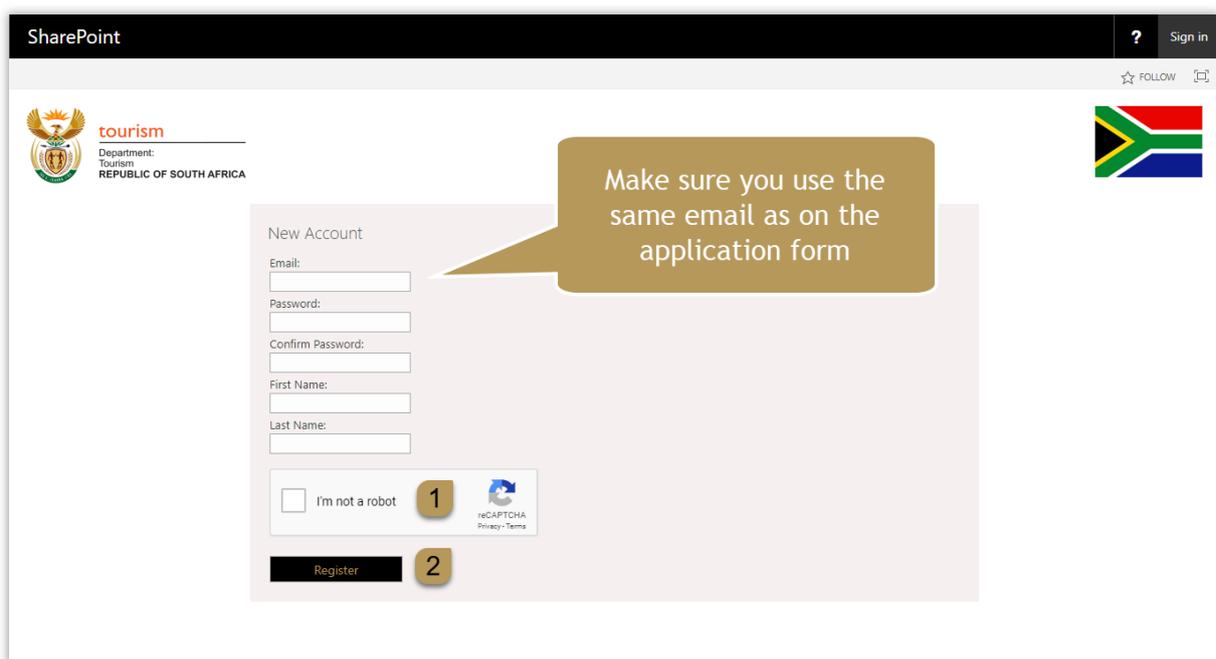
Figure 2: Link in email

- Fill in all the details.
  - o Email address
  - o Create a password
  - o Confirm the password
  - o First name
  - o Last name
- (1) Click on the I'm not a robot checkbox
- (2) Click on the Register button

Your account has now been created.

- Click on the continue button to be logged in to your account automatically.
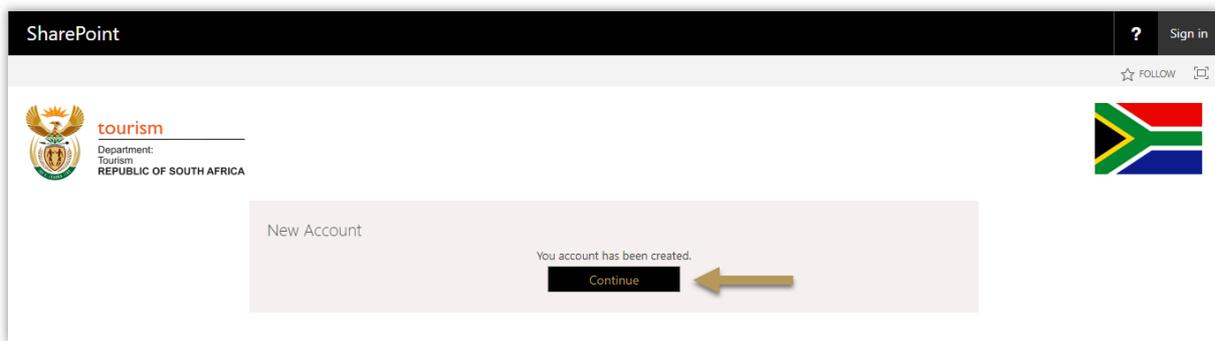
Figure 3: New account created

2. Uploading Documents

- (1) Click on the upload link to upload a document.
  - o You must **refrain from dropping and dragging documents** as you will need to add detail when uploading the specific documents.
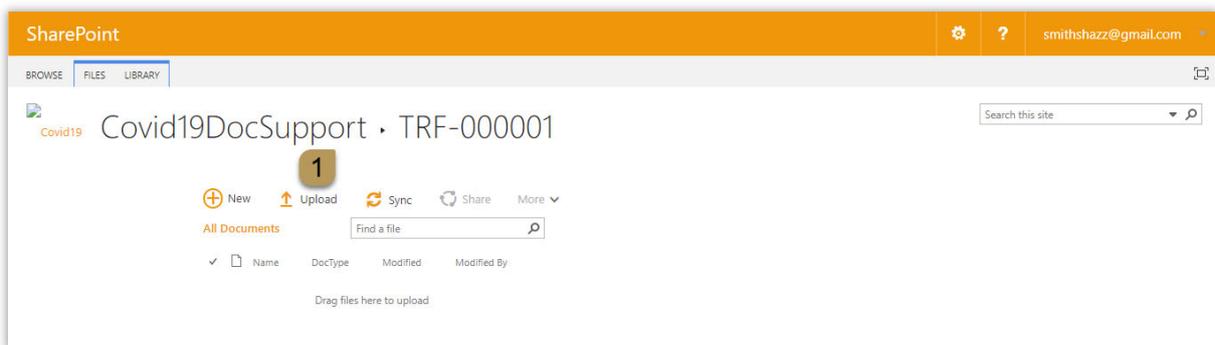
Figure 4: Upload documents
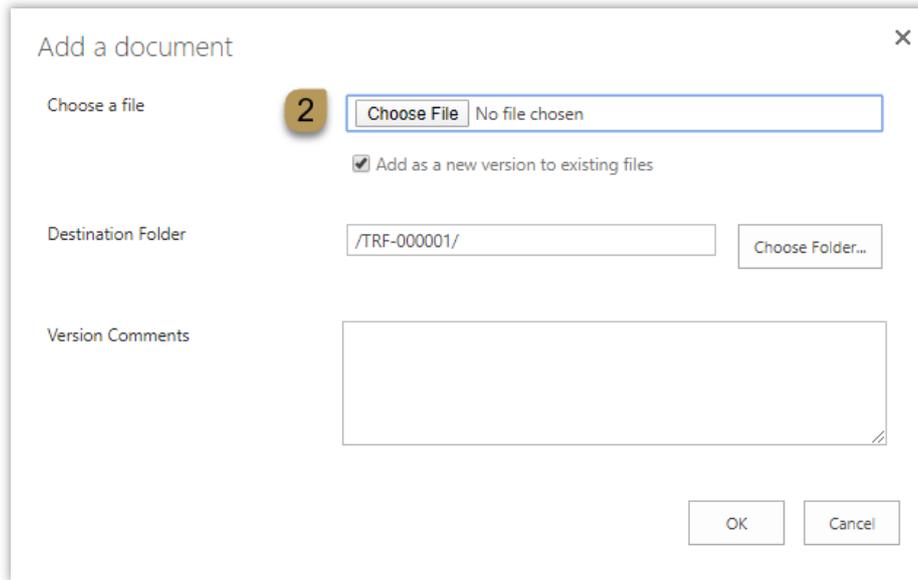
Figure 5: Choose file

- (2) Click on "choose file" to upload the document.
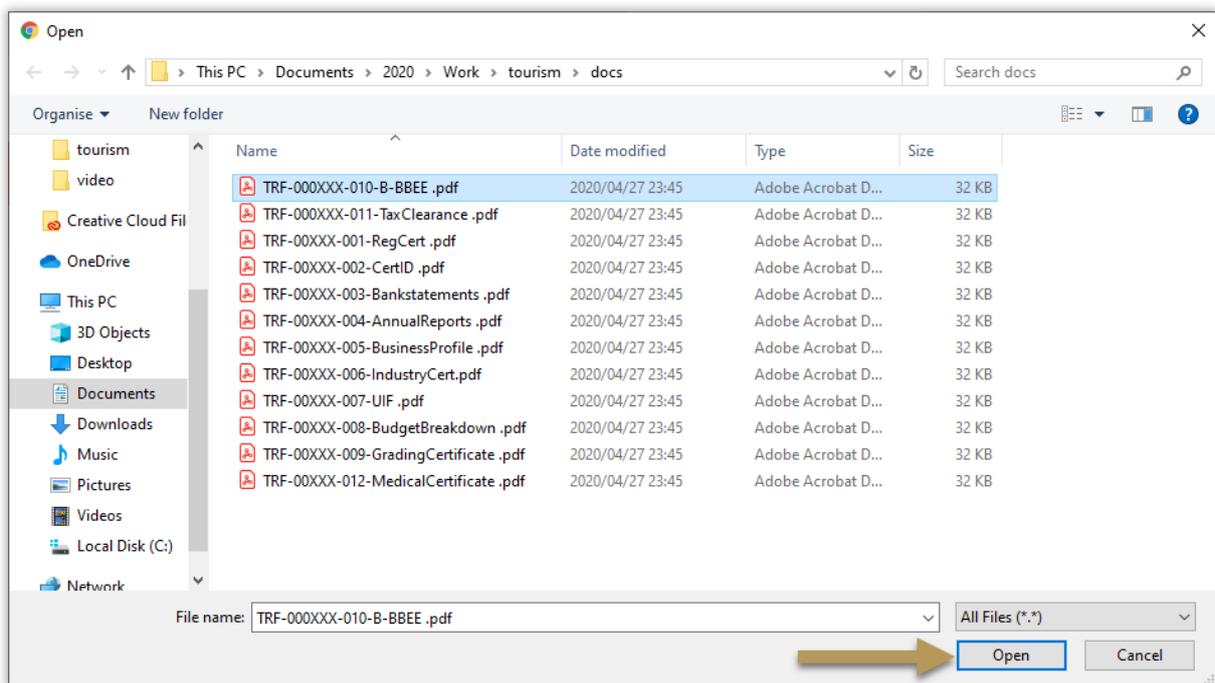
Figure 6: Choose document

- Select the document from your pc and click on the open button.
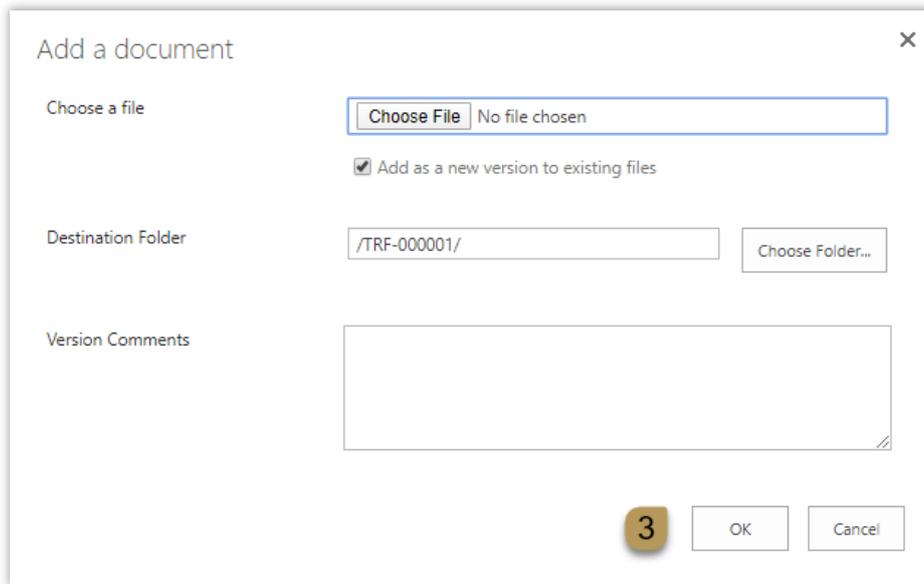
Figure 7: Uploading document

- (3) Click on the ok button.
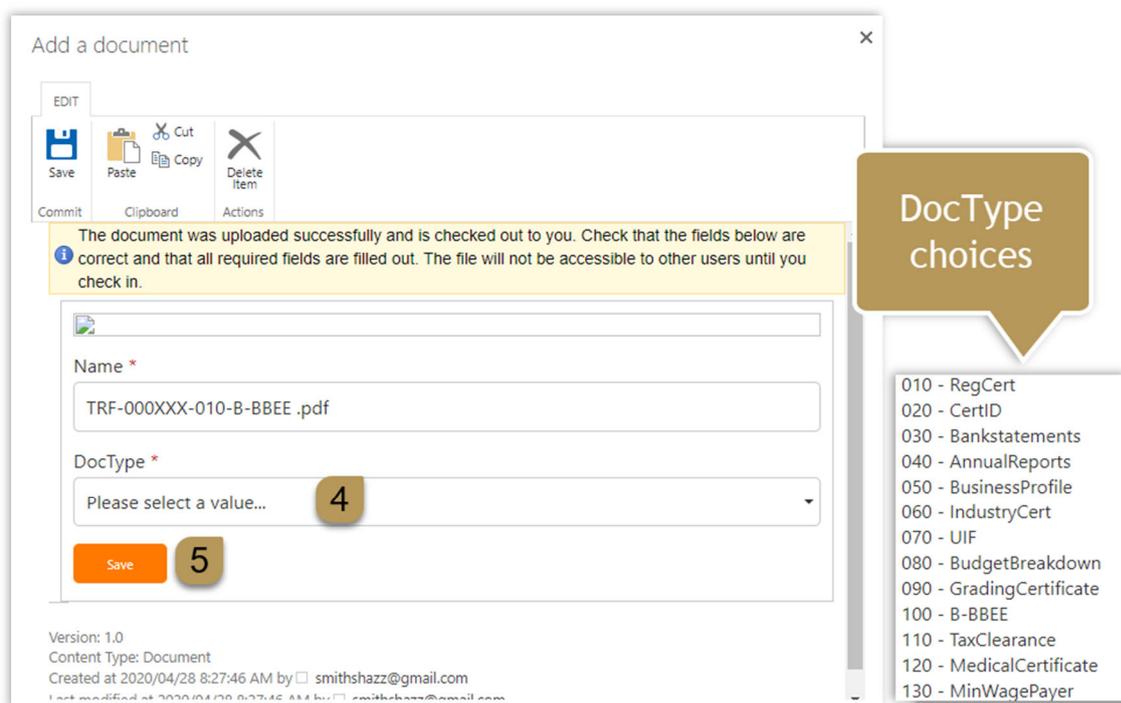
Figure 8: Choose a DocType

- (4) Choose the doctype which applies to the form you are uploading.
- (5) then click on the Save button.
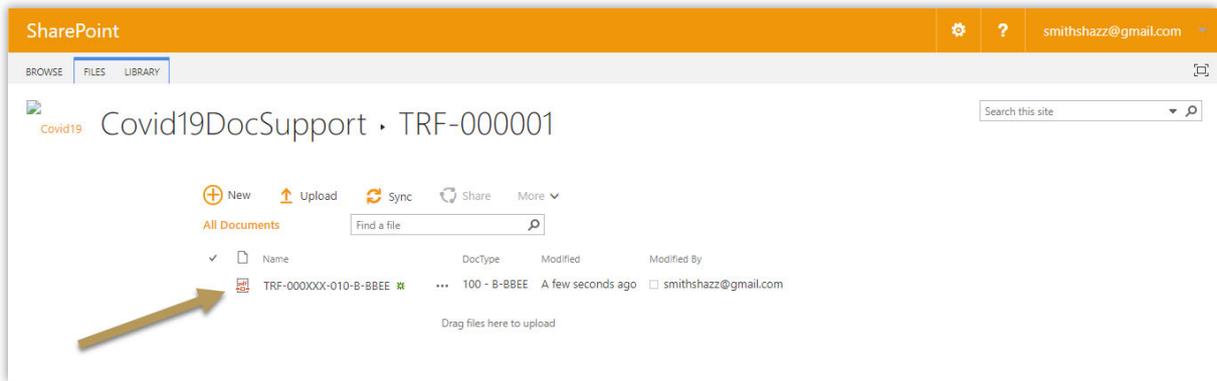
Figure 9: Document uploaded

- Your document will now be uploaded.
- If you have uploaded your documents and have made a mistake by giving it the incorrect DocType you can simply do the following.
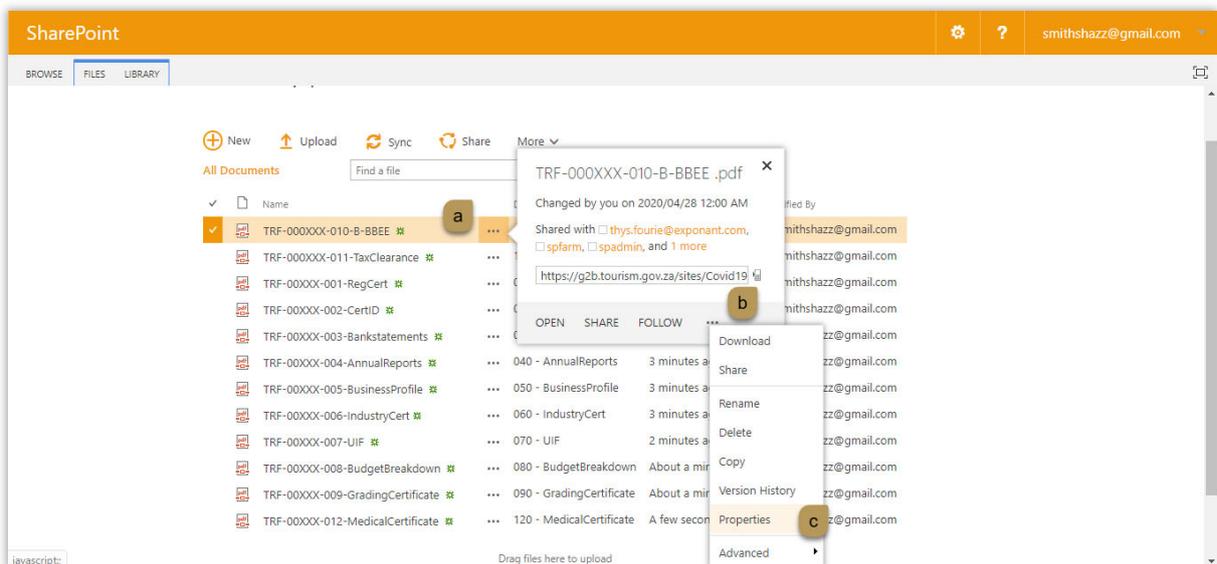
Figure 10: Document uploaded

a. Click on the ellipsis next to that specific document.
b. Click on the second ellipsis.
c. Click on properties.
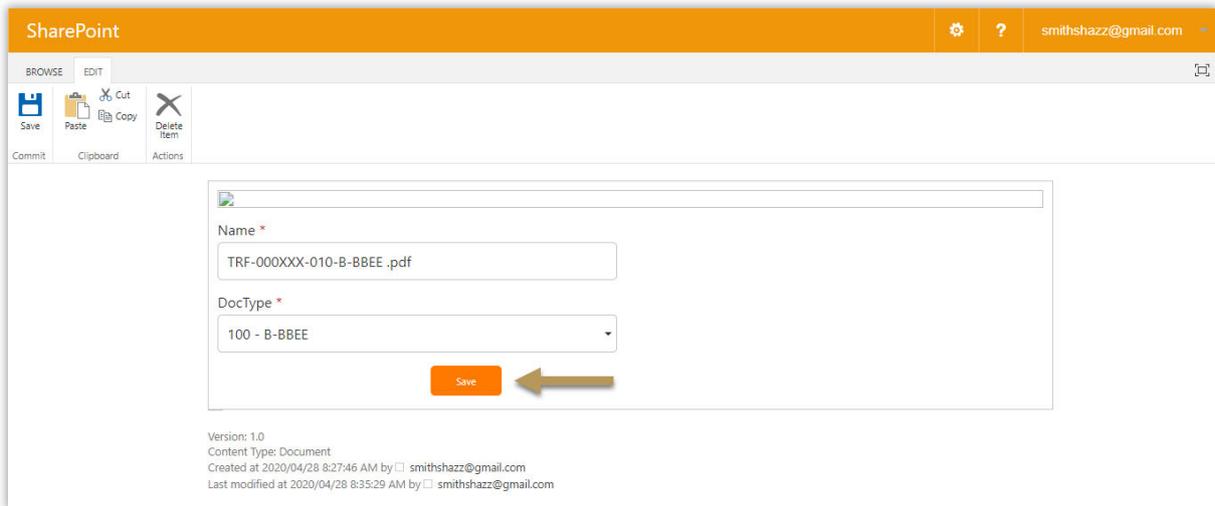
Figure 11: Changing document properties

- Here you can now select the correct DocType and then click on the Save button.
- Your document will now have the correct DocType.

*If you have not uploaded all documents and need to go back into your account to upload more, simply follow the steps below.

3. Logging into account

- Click on the same link you received to log into your account.
- To log in fill in your email address and Password you registered with.
- Click on Sign in.
- You will be directed to your folder containing your documents.

Figure 12: Logging in