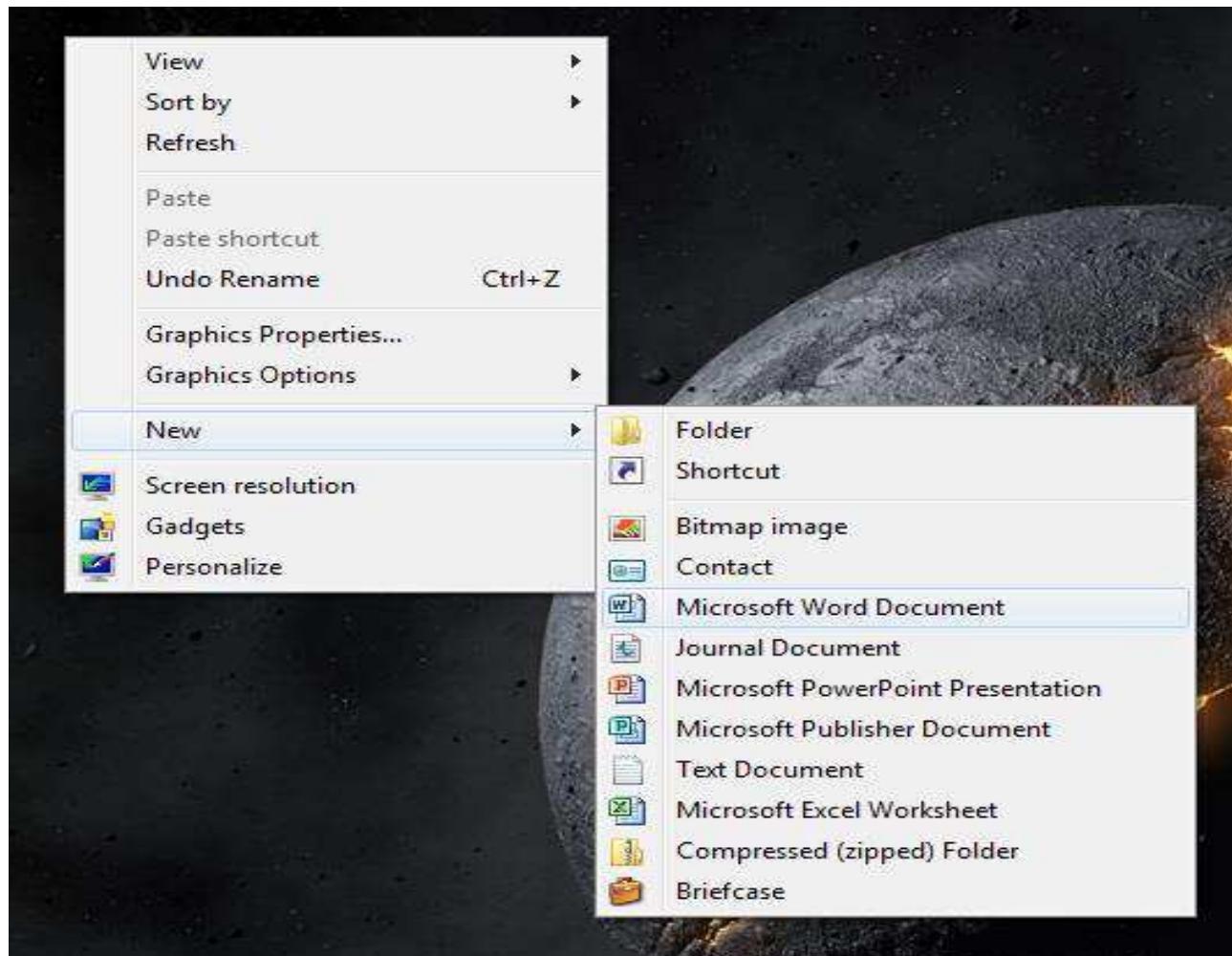
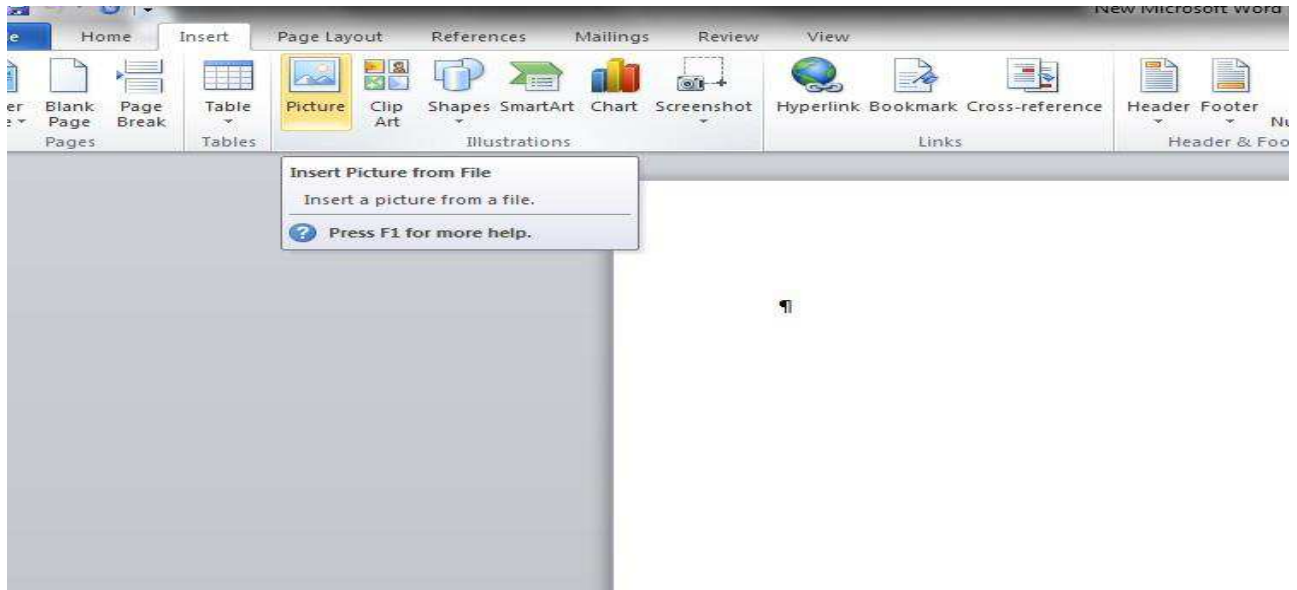


How to Upload Your ID

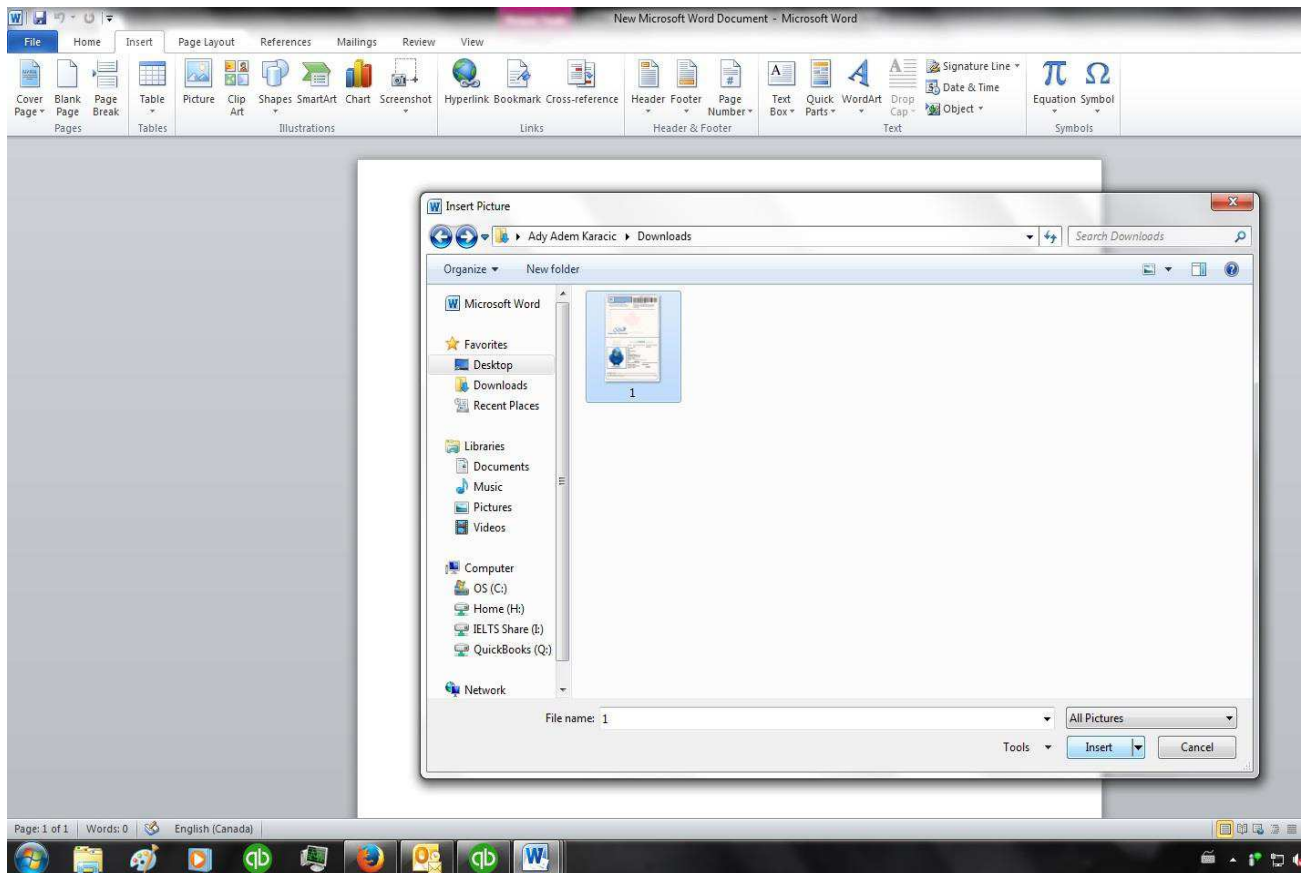
1. Save a quality scan or photo of the picture and signature page of your passport on your computer (in some passports the signature and the photo are on the same page). Remember the location of where you have saved these scans.
2. Right click on desktop and create a new word document.



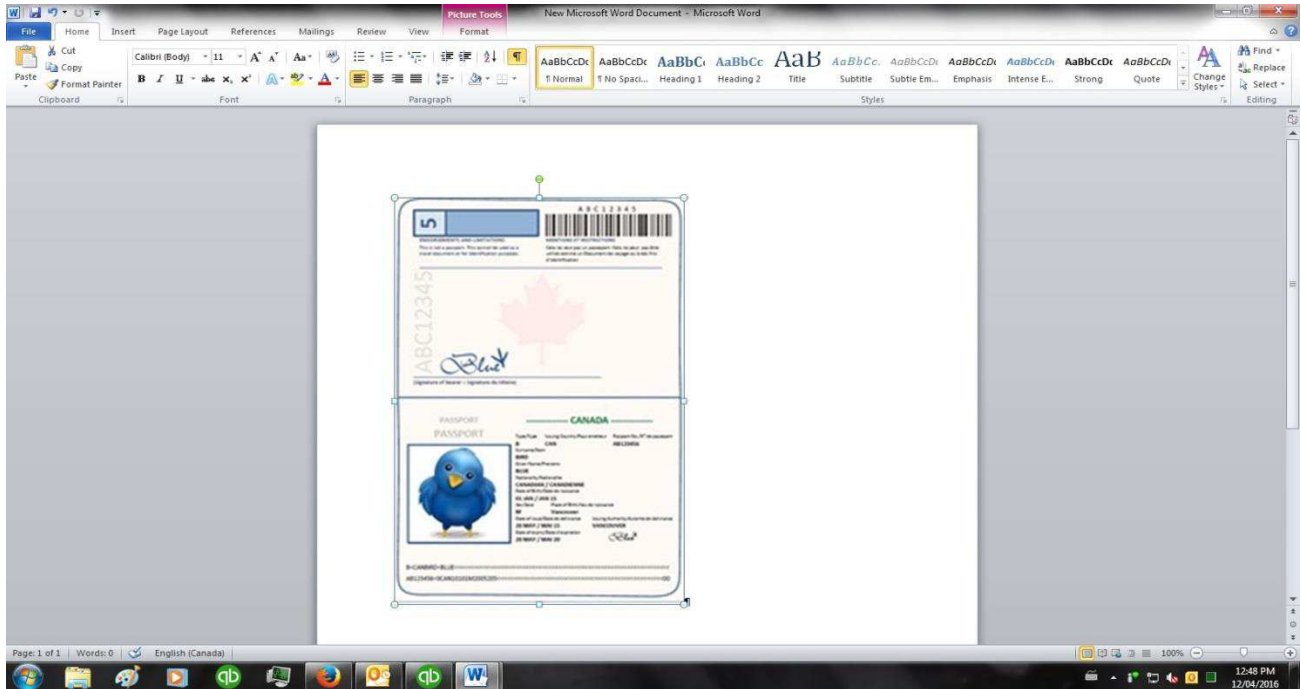
3. Open the word document and go to tab “insert”. Click on “picture.”



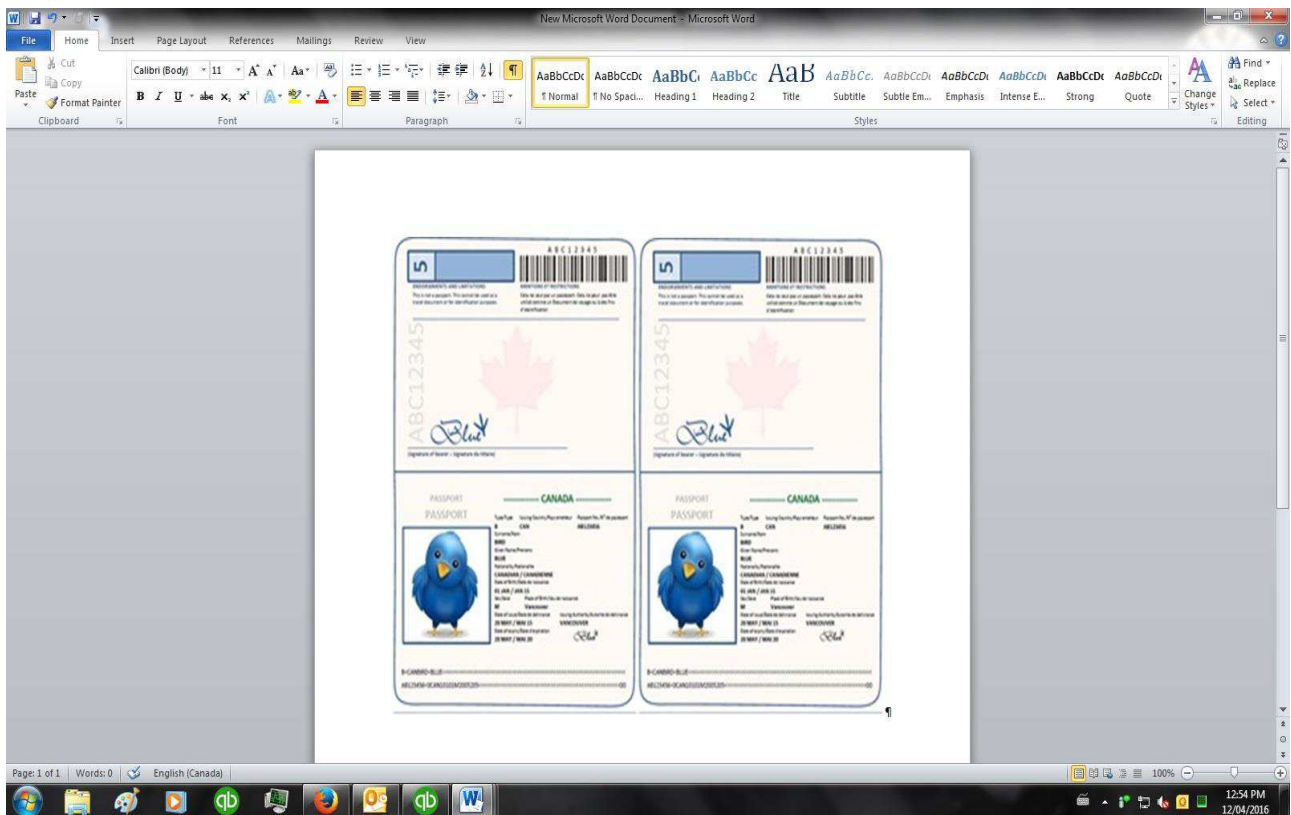
4. A new window will open, browse to your saved passport scan(s).



5. Click on the file and then click 'insert'. The photo will be inserted in the word document. Press **ENTER**.



6. If your passport signature is not on the same page as your photo, repeat steps 2, 3 and 4 for this page. You will have 2 pictures in one word document.



7. Save the document. Remember the name you give it and the location you save it in.

8. Login to your account in my.ieltsessentials.com and upload your word document.