

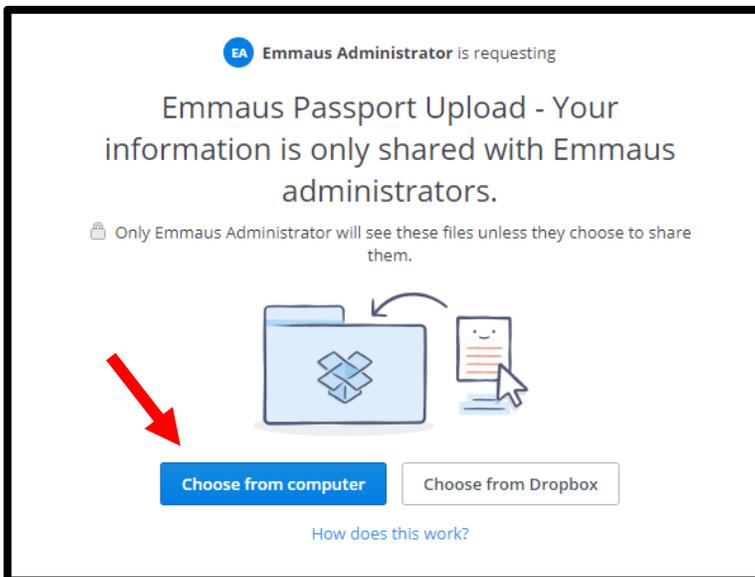
HOW TO UPLOAD YOUR PASSPORT “PICTURE-PAGE” TO EMMAUS

There are three secure methods available to you to send your passport picture-page to Emmaus.

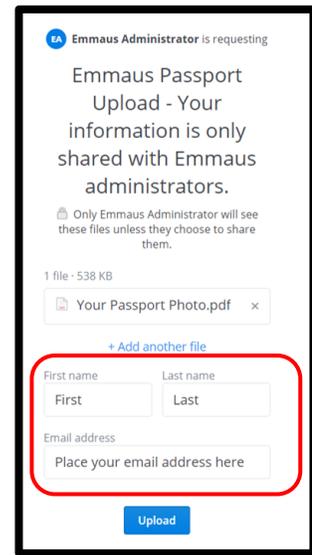
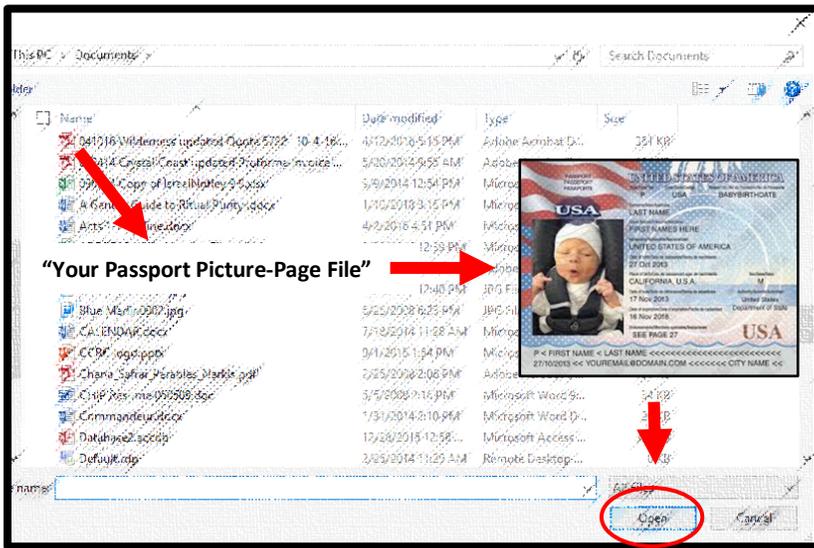
1. Before uploading your passport picture-page, scan your passport picture-page to your computer.
2. Take a photo of your passport picture-page and upload the photo file by clicking the link above. If this is your preferred method of sending your picture-page, you must make sure that your photo ...
 - displays 100% of the picture-page
 - is aligned properly with no slanting
 - has no distortion
 - has no glare from a flash
3. Print a color copy of the picture-page and surface mail it to Emmaus.

Once you have a file ready to upload, click on the link provided on the webpage and follow the explanations given below. If you need assistance with this upload feature, feel free to call Emmaus – we will be happy to help you: (252) 622-4201 (Eastern Time).

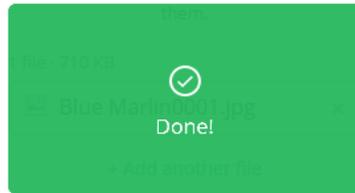
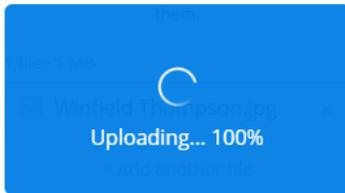
Dropbox will open and appear as shown. Click on the blue box.



Dropbox will open a view of your computer files. Go to your passport picture-page file, select it, and click Open. Next, you have the option to add another file(s) if needed. Enter your First and Last name and your email address. Then click the Upload box.



Dropbox will start the upload process. You will see two boxes during the upload followed by a thank you page.



Thanks! You're all done.
Emmaus Administrator will be notified of your submission.



Dropbox will send you a confirmation email.
Thank you.