

NEW: TWO STEP PROCESS FOR UPLOADING ACTIVITY REPORT NOT COVERED IN VIDEO OR FOLDER

The procedure used to verify your presence at your Costco is **now a TWO-STEP PROCESS**. A new button called “**Choose File**” has been added. It is above the Upload Photo button as shown below.

Choose File No file chosen

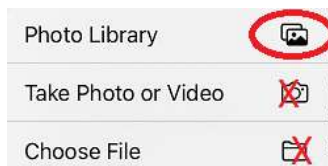
Upload Photo

STEP 1 – After taking a picture with your camera, **touch the “Choose File”** button. You will see the options that had previously appeared when you touched the Upload Photo button:

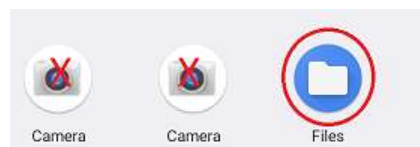
IF YOU ARE USING AN iPhone OR OLDER MODEL ANDROID PHONE:

For iPhones, tap the TOP photo library icon; for Android phones, tap the right-most icon - media picker or File. Then select the photo you just took from your photo library.

iPhone ICONS



ANDROID ICONS



IF YOU ARE USING A NEWER MODEL ANDROID that has regular updates, you will instead select the left most camera icon. It is circled in red



Your camera will open and you will take a second picture of the setup.

Regardless of the method used to Choose File: After making your selection, you will see a thumbnail sized photo and the name of the file next to the Choose File button. That means you have successfully selected a photo. If you instead see “No File Chosen,” no file has been selected.

STEP 2 – WAIT UNTIL YOU ARE READY TO SUBMIT YOUR REPORT Then

A) Touch the dark red Upload Photo button. Next B) Touch the dark red Submit Button.

Reminder: You can submit your report any time before midnight. Uploading in the building can be a challenge due to inconsistent Wi-Fi signals and the blocking of cellular signals.

RECOMMENDATION: Wait until you exit the building. Then submit your report (touch Photo Upload button then touch Submit button) using a cellular signal. Alternatively, you can submit the report at home, at work, or any place that has a consistent, strong Wi-Fi signal.