

## **User Guide: File Upload Feature on the HAK Website**

Welcome to the user guide for the File Upload Feature on the HAK website. This guide will walk you through the steps to easily upload files, including membership renewal, dependent renewal, and horse renewal documents, as well as necessary identification or passport copies and AMREF Maisha certificates. This feature on the HAK website makes sharing content hassle-free.

### **Step 1: Accessing the Upload Feature**

- 1) Log in to your account on the HAK website.
- 2) Once logged in, navigate to the designated section or page where you want to upload the documents.
- 3) Look for the "Upload" button or a similar icon that indicates file upload. Click on it to proceed.

### **Step 2: Selecting Files**

- 1) After clicking the "Upload" button, a file explorer window will appear.
- 2) Browse through your computer's directories and select the files you want to upload. This may include membership renewal forms, dependent renewal forms, horse renewal forms, identification or passport copies, and AMREF Maisha certificates.
- 3) You can select multiple files at once by holding down the Ctrl (Windows) or Command (Mac) key while clicking on the files.

### **Step 3: Uploading Files**

- 1) Once you've selected the desired files, click the "Open" or "Upload" button in the file explorer window.
- 2) Your selected files will start uploading. A progress bar may show the status of each upload.
- 3) Depending on file size and internet speed, the upload process may take some time.

#### **Step 4: Review and Confirm**

- 1) After the upload is complete, you might be directed to a confirmation page.
- 2) Review the list of uploaded files to ensure everything is accurate. Make sure to include all required documents such as membership renewal, dependent renewal, horse renewal, identification or passport copies, and AMREF Maisha certificates.
- 3) If needed, you might have the option to add descriptions or provide additional information about the uploaded files.

#### **Step 5: Completing the Upload**

- 1) Once you're satisfied with the uploaded files and any provided information, click the "Confirm" or "Submit" button.
- 2) You will receive a confirmation message indicating that your files have been successfully uploaded.

#### **Step 6: Managing Uploaded Files**

- 1) To view or manage the files you've uploaded, navigate to your account dashboard or the specific section where you uploaded the files.
- 2) Depending on the platform's features, you might be able to rename, delete, or organize your uploaded files.

#### **Tips for Successful File Uploads:**

- Ensure your files meet any specified format or size requirements.
- Use clear and concise file names to make organization easier.
- Double-check the content of your files before uploading to avoid errors.

If you encounter any issues during the file upload process, please reach out to our support team for assistance.

Thank you for using the File Upload Feature on the HAK website. We hope this user guide has been helpful in navigating this convenient and valuable tool on our platform.