

Prerequisites

- 1. Be signed up for the current test session in EntryEeze
- 2. Have a computer with access to the internet
- Already followed the guide on how to transfer your video from your phone to your computer
- 4. Already have scanned/emailed/downloaded your consent form and performance affidavit into a SINGLE FILE (only 1 file and 1 video can be uploaded)
 - a. <u>Name and Likeness Release and Consent Agreement</u> (Required for Test Session)
 - b. Performance Affidavit for Virtual Test Submission (Required for Test Session)

Steps

- 1. On your computer, open up your internet browser (Chrome, Internet Explorer, Safari, Firefox) and Visit https://comp.entryeeze.com/Membership/Welcome.aspx?cid=82
- 2. Click on Access my account
- 3. Log in with your email address and password
- 4. At the top of the screen click on Test Sessions
- 5. Next, click on "Manage My Video" underneath the test you want to upload a video for.
- 6. Click on Choose File
- 7. Select the video from either your Downloads folder or your desktop (Depending on where you saved it) and
- 8. Click Open
- 9. Click Upload file
- 10. Repeat steps 5 & 6 to upload the forms for the test but in the "Attestation Form" section

SCREENSHOTS BELOW









