

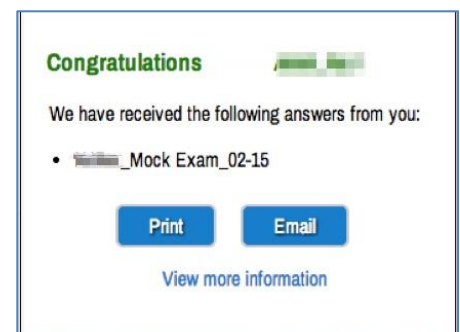
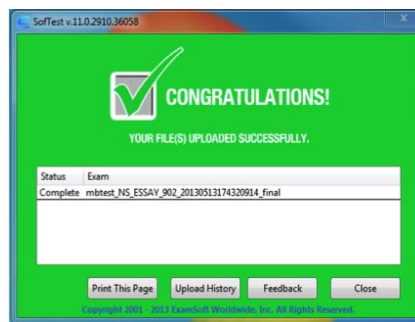
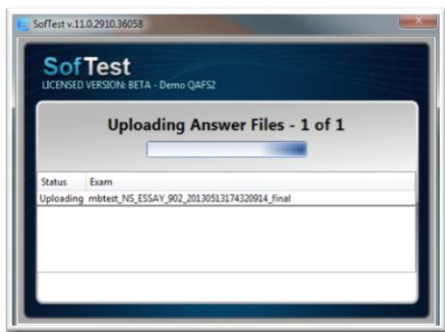
Uploading of Your Answer File

Your Answer Files must be Uploaded by 6:00 AM on Wednesday, July 26, 2017

If you fail to upload your answers by the deadline, your answers from the examination may not be graded and you will be given a score of zero (0) for each answer.

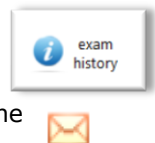
1. How to Upload Your Answer Files After the Exam

- a) Once you arrive at your home, hotel or other location with Internet connectivity, turn on the computer.
- b) Connect to the Internet and click on the **'SofTest'** icon.
- c) SofTest will auto-launch and upload your answer files.
- d) If you are unable to upload your answer files via SofTest, you will need to manually upload your answer files. Refer to step #3.



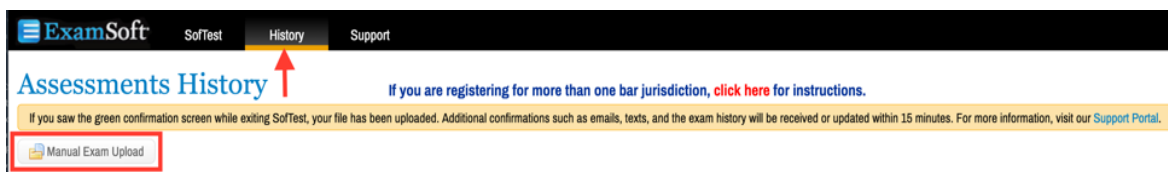
2. Confirming the Upload of Your Answer Files

- a) Once completed you will receive the **green Congratulations Confirmation** screen, and an email will be sent to the email address you used when you registered with SofTest.
- b) At this screen, you may click on the **'History'** button to review your upload and download history.
- c) Checking this history report **WILL RECONFIRM** your upload of this exam.
- d) You may also verify the answer file upload by opening SofTest and selecting the **'Exam History'** button.
- e) You may re-send yourself an **Upload Confirmation email** from this screen. Click on the **'Email'** button.



3. If NEEDED: How to Manually Upload Your Answer File

- a) Navigate to your Custom Home Page
- b) Login with your credentials.
- c) Select the **History** tab
- d) Click the **Manual Exam Upload** button and follow the instructions provided



Troubleshooting:

1. Ensure your Internet connection is strong.
2. Double check your email account that you used to register for SofTest.
3. Enable your email account to receive mail from support@examsoft.com.