

# HOW TO UPLOAD DOCUMENTS ONTO THE PASSWORD PROTECTED AREA OF THE CC WEBSITE

1. Identify the document to be uploaded from desktop directory. Save it as a pdf file with a pdf extension in the CCWEBSITE folder of desktop. Ensure it is dated. Note the precise name of file.
2. Open Kualo website- cc volunteer, PW: Drivingforhealth1953 Click: 'My services'. Click on small blue icon with 'Log in to cPanel'. At top of next page click on 'Sitebuilder' Prosite opens, and the CC website appears in development mode.
3. Click login on top menu. On dropdown menu at the top next to 'passwordpro' click on 'Access'
4. Type in the Document name and add: 'download pdf file'.
5. Go to the 'File Manager' page from the Tools page of Kualo (see step 2.)
6. On the side menu click 'public\_html' followed by 'pdf' to reveal list of docs on the page.
7. Click 'Upload' on top menu.
8. On file upload page, click 'select file'. Ensure it uploads correctly-watch for the green band appearing. Copy the file address below.
9. Back on the Prosite development page for CC, type in description of document (e.g., Safeguarding Policy) and add the words 'download pdf file'. Highlight the latter. Click on the link symbol at top of page.
10. On 'Link properties' page, paste the file name (see 8 above) in the box under 'Web Address'. Ensure that before the file name you include: /pdf/ Click 'Apply.'
11. Click on 'Publish.'
12. Go to File Manager and refresh the page. Check new doc is listed.
13. Go to Login page of website and check the document appears. Hover over the document to see if the address appears below. Click to ensure the document comes up.