# How to upload your supporting documents on OneDrive?





### Officer A

### shared a folder with you

The OneDrive Link will be emailed to you within 3 working days after you submitted your application online.

Note: Check junk/ spam folder

Step 1: Click on "Open" to start the process

Here's the OneDrive link to upload your files for WSH Performance Awards.

#### Note:

- Submit all the files by 7 April 2022, 5pm
  - · Do not password protect your files
- Do not share the link with others. All parties with access rights are responsible for the documents uploaded.
- The WSH Awards 2022 Committee will not be responsible or liable for any lost, late, mislaid, or incomplete applications with all such applications deemed invalid



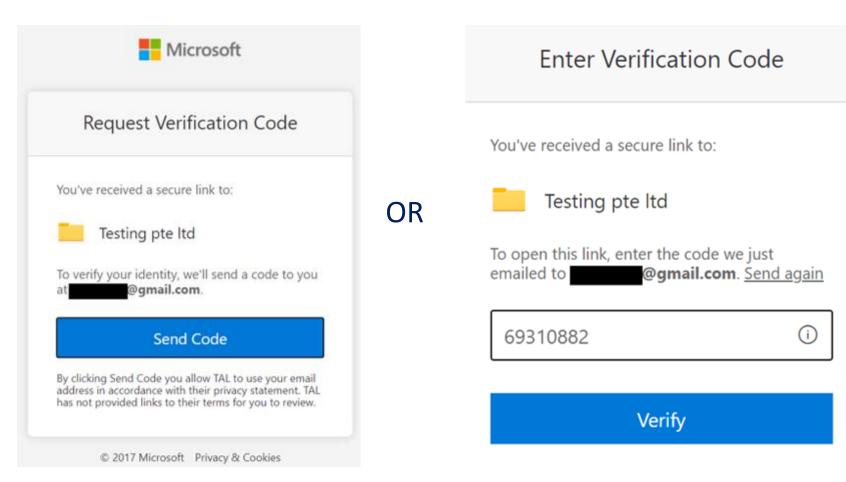
This link only works for the direct recipients of this message.

Open



## **Verification Code**

There will be extra layers of protection provided by Microsoft such as two-factor authentication.





### **Step 2: Upload your files to the respective folders**

- Part 3 Evidence Based Assessment
- Part 4 Auditor's Details and Declaration Form
- Part 5 Nomination for Developer Award (Optional)

### Note:

- Do not set any password to protect your files
- Make sure all files are accessible
- Upload before 19 April 2022, 5pm

