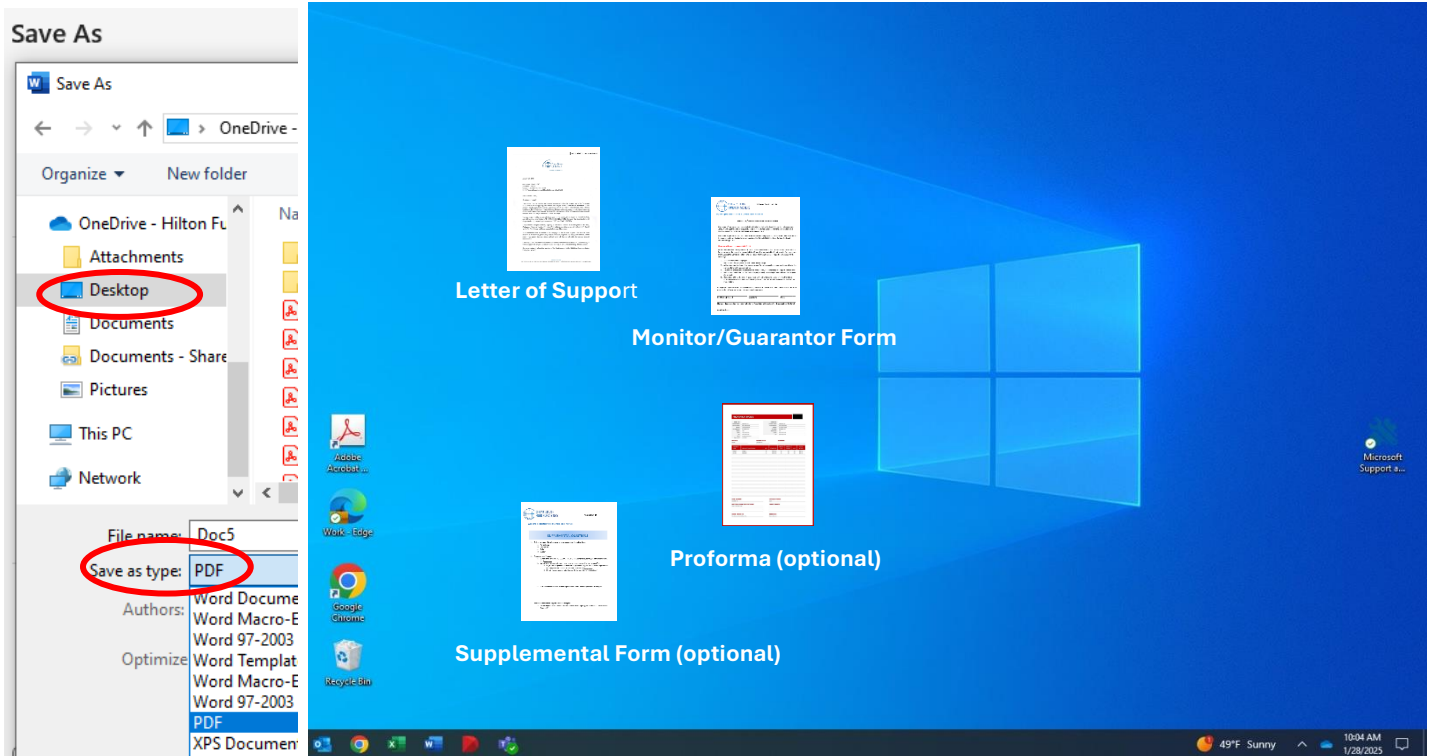
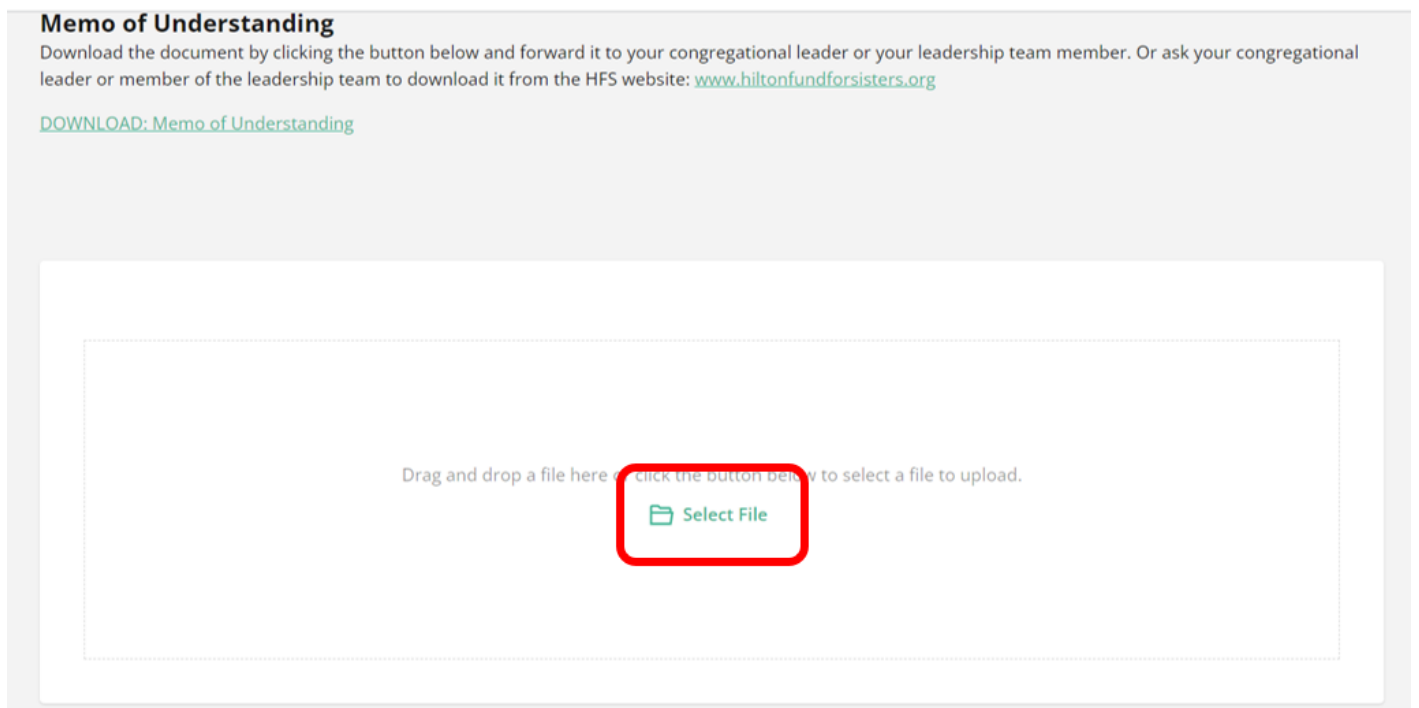


Uploading a document to GOapply:

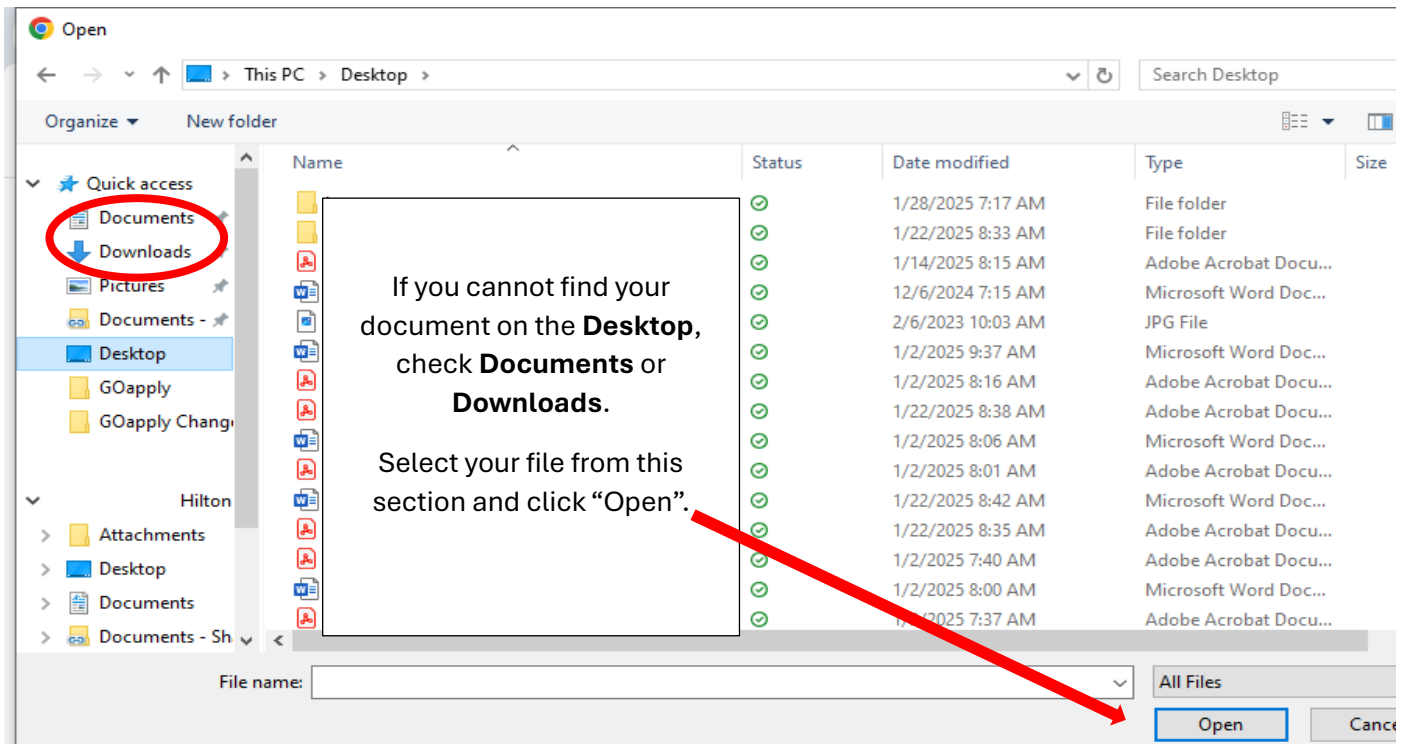
1. Save the document you want to upload to your computer desktop (or any folder you can easily access). We recommend saving it as a PDF.



2. In GOapply, click on the green text below “Select File.”



3. Select your file.

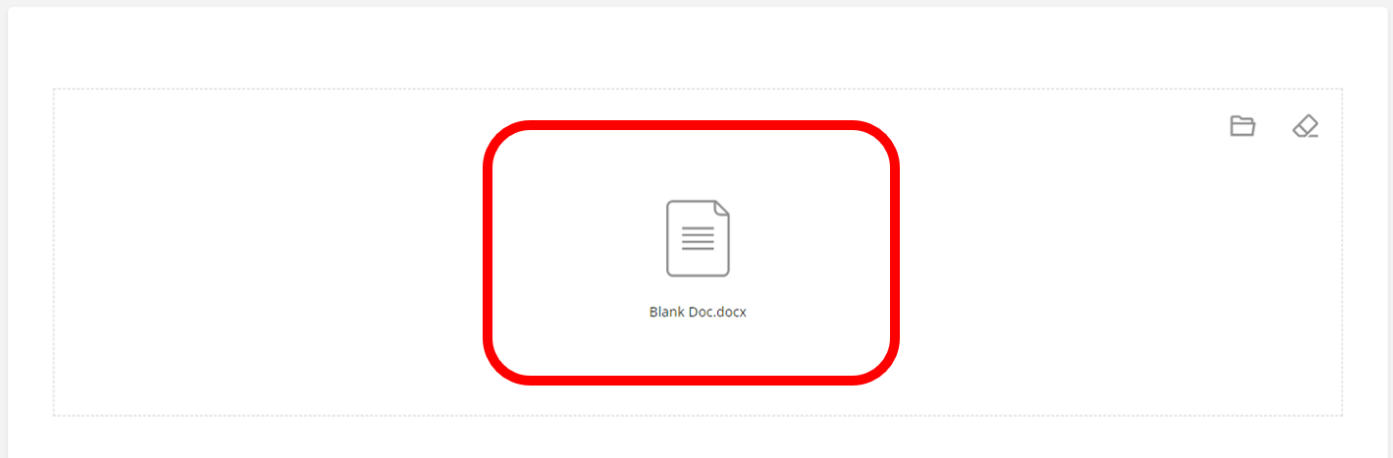


4. You should see a document with the name of your file:

Memo of Understanding

Download the document by clicking the button below and forward it to your congregational leader or your leadership team member. Or ask your congregational leader or member of the leadership team to download it from the HFS website: www.hiltonfundforsisters.org

[DOWNLOAD: Memo of Understanding](#)

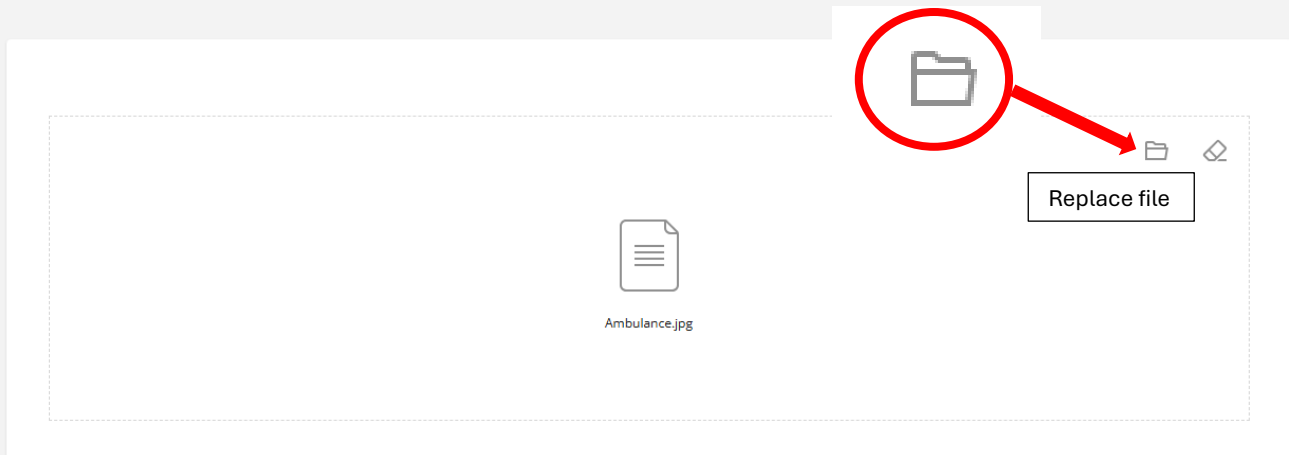


5. You can change the document if it is incorrect by clicking on the “file” icon:

Memo of Understanding

Download the document by clicking the button below and forward it to your congregational leader or your leadership team member. Or ask your congregational leader or member of the leadership team to download it from the HFS website: www.hiltonfundforsisters.org

[DOWNLOAD: Memo of Understanding](#)

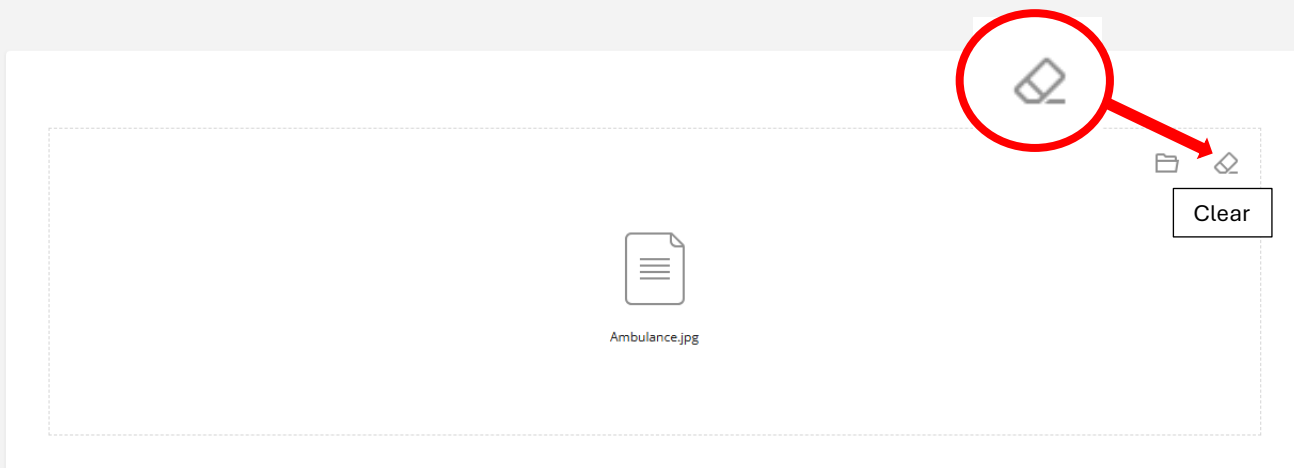


6. You can remove the document by clicking on the “eraser” icon:

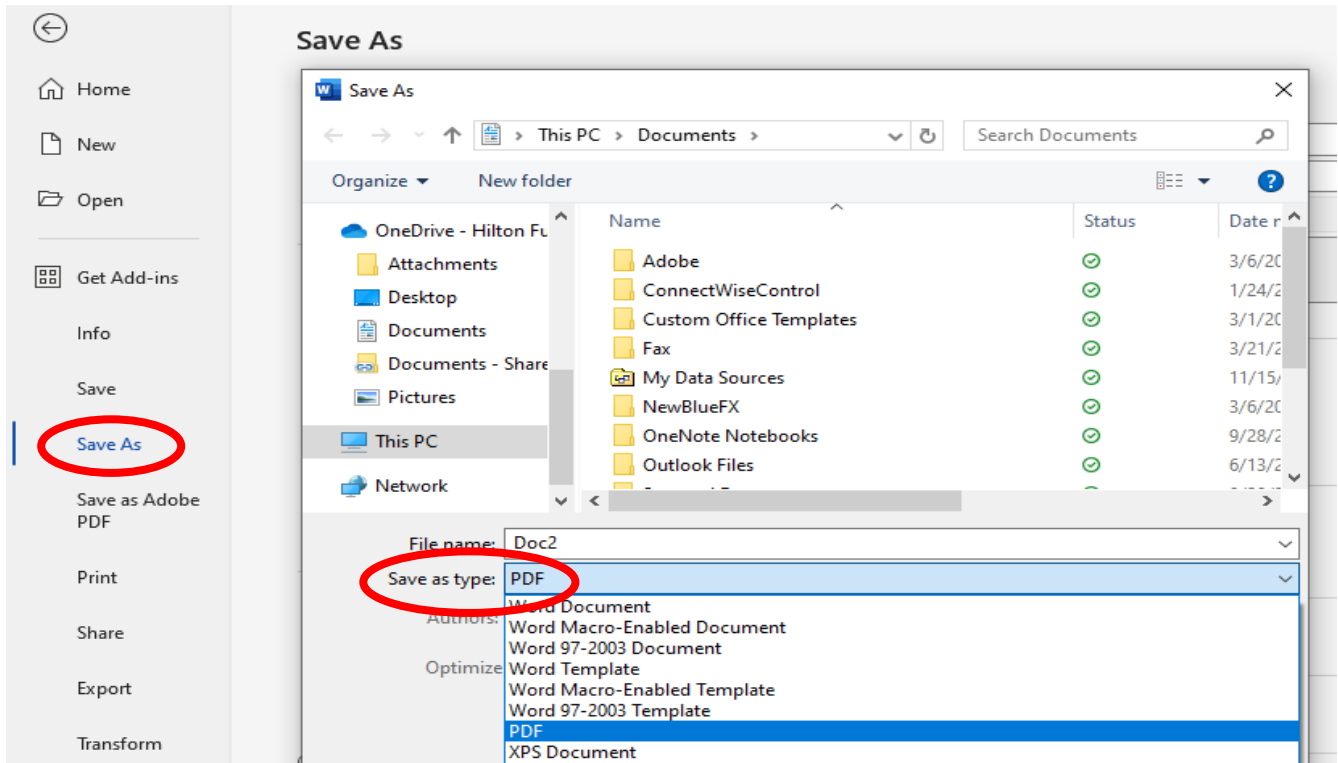
Memo of Understanding

Download the document by clicking the button below and forward it to your congregational leader or your leadership team member. Or ask your congregational leader or member of the leadership team to download it from the HFS website: www.hiltonfundforsisters.org

[DOWNLOAD: Memo of Understanding](#)



7. If you cannot upload the document, save it as a PDF, which should correct the issue.



8. If your document has more than one page, you must save all pages in one document on your computer. If you have two or more separate documents, you may combine them into one by copying and pasting all the content into a Word document and saving it as a PDF file. You can only select one file to upload in the GOapply box.

