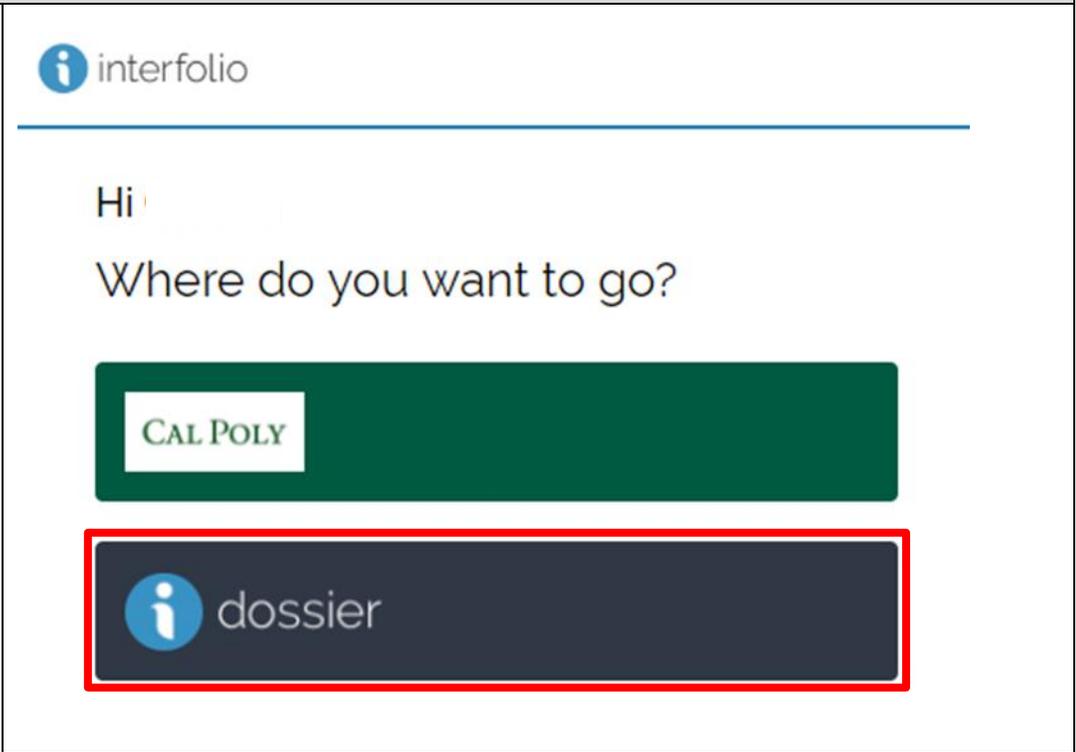


| Instruction | Screenshot/Details |
|-------------|--------------------|
|-------------|--------------------|

Accessing and Using the Dossier

1) Select “dossier” to start uploading and storing your materials that will be added to your electronic WPAF later.



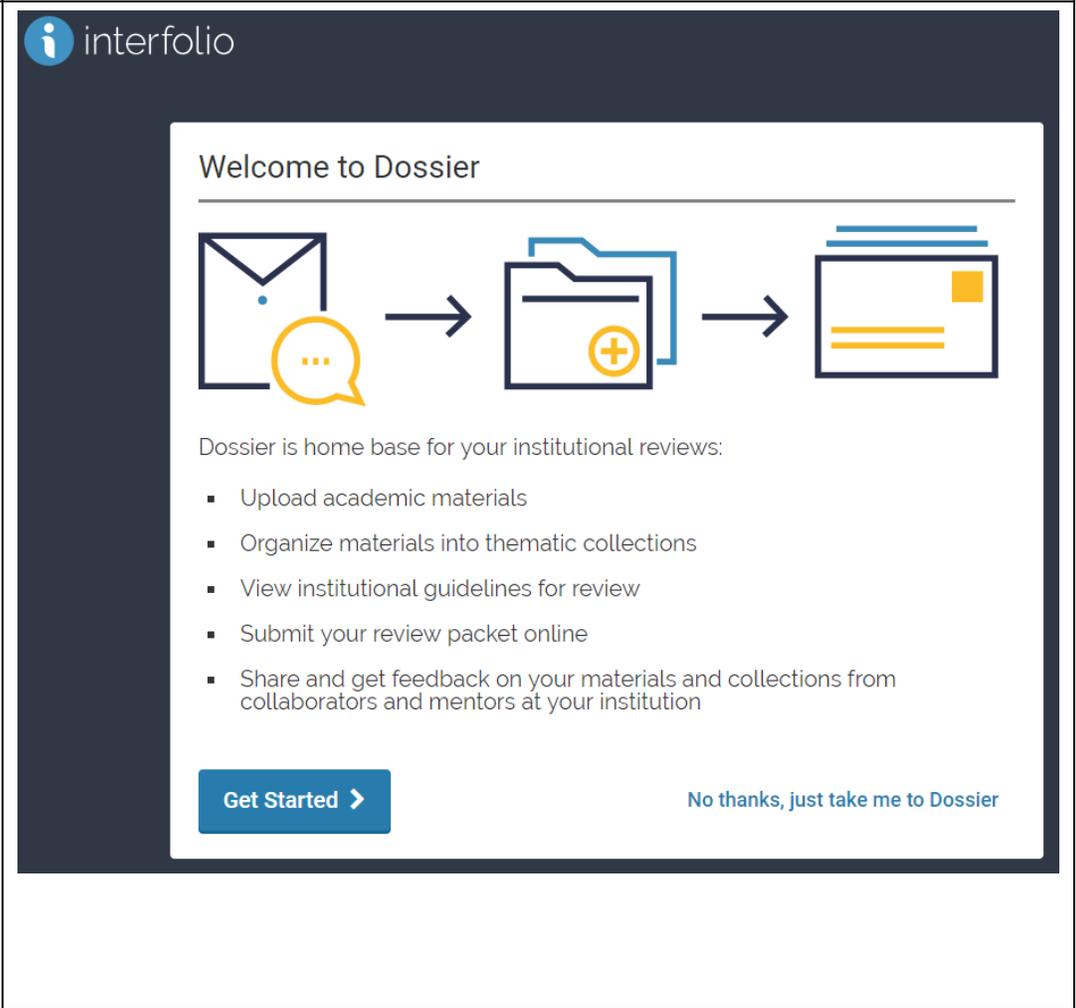
2) The following screens will walk you through basic information about the dossier.

Option 1-

- Select “Get Started”.
- Then select, “Add Materials”.

Option 2- (**preferred route**)

- Select “No thanks, just take me to Dossier”.
- This directs you to the Dossier homepage. You may upload “Materials” or “Collections” (of materials) from this page.



Option 1- Takes you directly to the “Add Materials” page.

The screenshot shows the top section of the interfolio interface. At the top left is the interfolio logo. The main heading is "Collect and Curate Materials". Below this, there are three paragraphs of text: "Dossier is your place to collect and organize all academic materials, like your CV, syllabi, publications, and more.", "Once you've uploaded, you can create themed collection sets of documents to stay organized for various opportunities.", and "Share and get feedback on your materials and collections from collaborators and mentors at your institution. Upgrade to Dossier Deliver to share with anyone." To the right of the text is an icon of a folder with a plus sign inside. At the bottom left of this section is a blue button labeled "Add Materials".

The screenshot shows the "Add Materials" page. At the top left is the interfolio logo. The main heading is "Add Materials". Below this is a paragraph: "Upload materials to your Dossier below. You can use Dossier to collect and organize materials such as your CV, cover letters, and publications." In the center is a large light gray area with a dark blue cloud icon containing an upward arrow, flanked by document icons. Below this is the text "Drag & Drop your files anywhere or" and a dark blue button labeled "Browse To Upload". At the bottom left are two buttons: "Add Files" and "Cancel".

Option 2- Takes you to the dossier homepage and provides you with the option to add “Materials” and “Collections”.

The screenshot shows the interfolio Dossier homepage. At the top left is the interfolio logo with a close button (x). At the top right is the user name "Cassie Stevenson" with a dropdown arrow. On the left is a sidebar menu with the heading "Home" and items: "Deliveries", "Letters", "Materials" (highlighted with a red box), "Collections" (highlighted with a red box), and "Shared with Me". The main content area is titled "Dossier" and contains three summary cards: "Deliveries" with "0 in progress", "My Letters of Rec." with "0 not received", and "Letters to Write" with "0". On the right is a user profile card for "Cassie" with the text "Your profile is incomplete. Complete my profile".