

STEP 1

Go to our upload site at:
upload.epikon.com.au

The screenshot shows a web browser window titled "File Upload - Microsoft Internet Explorer". The address bar shows "https://upload.epikon.com.au/default.aspx". The page has a blue header with the "epikon" logo and the word "Upload" in large white letters. Below the header, it says "Send us your files" and has a progress indicator with three numbered steps: 1. Customer Details (highlighted in orange), 2. File Upload, and 3. Confirmation. The main content area is titled "Customer Details" and contains a form with the following fields: Company Name (filled with "Epikon"), First Name (filled with "Ali"), Last Name (filled with "Hansen"), Email Address (filled with "ali@epikon.com.au"), Street Address (filled with "60 Laxton Rd"), City (filled with "Box Hill North"), State (dropdown menu showing "VIC"), Post Code (filled with "3121"), Country (dropdown menu showing "Australia"), Phone (filled with "03 9843 0800"), Fax (filled with "03 9843 0800"), and Campaign Name (filled with "How to upload"). There is a "CONTINUE to Step 2" button at the bottom of the form. An "Other comments and instructions" field is also present but empty.

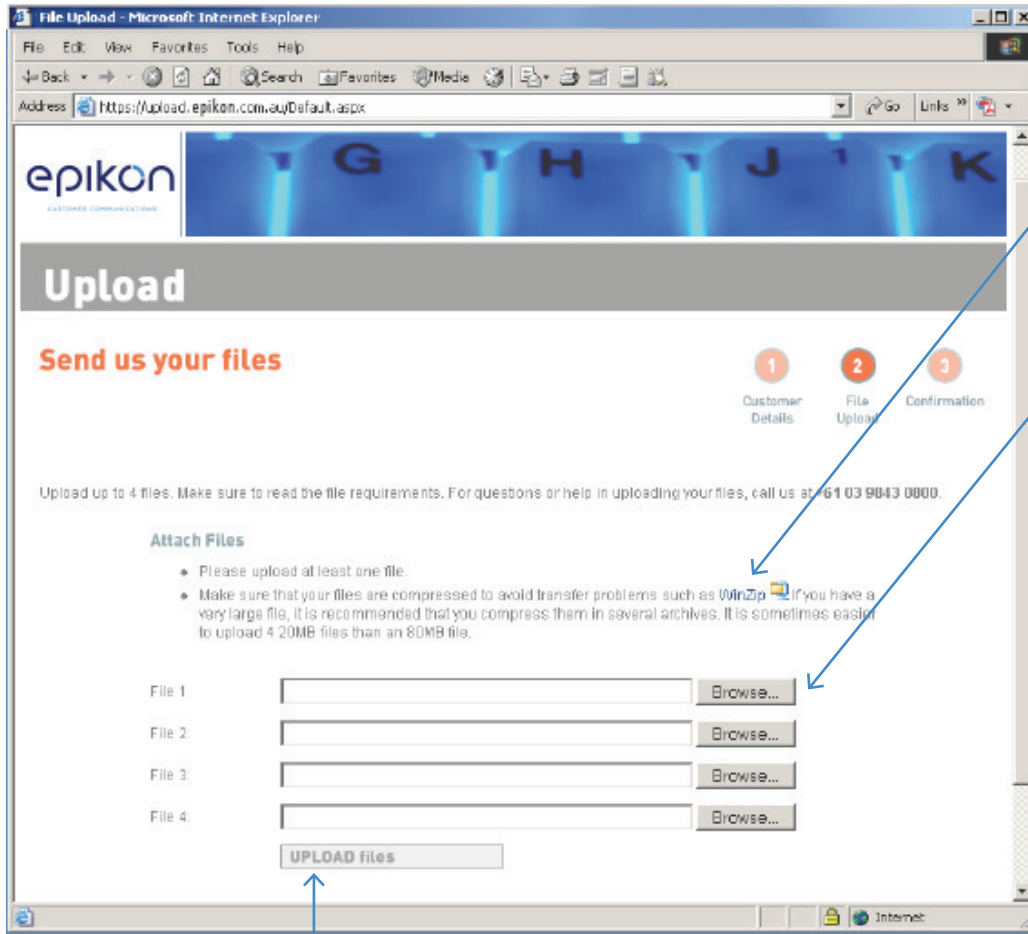
Shows you which stage of the upload process you are at.

Fill in all your details

Please include a 'campaign name', this will help us link the files to the correct job

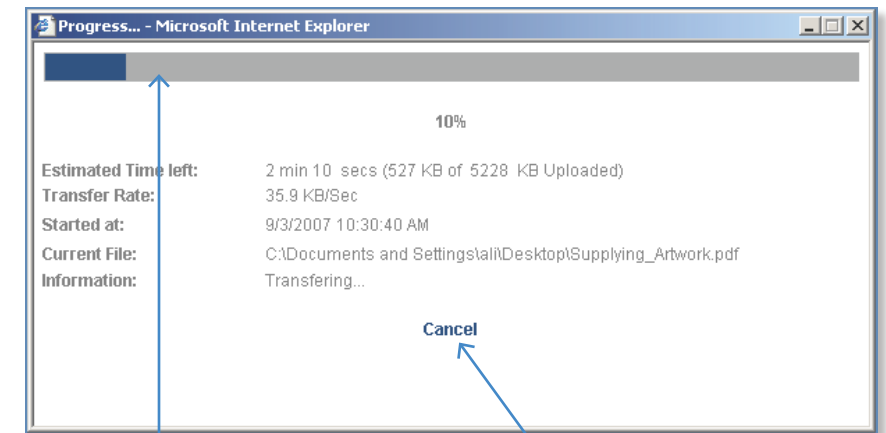
When all the details with the orange asterisk next to them have been filled out, continue to step two by clicking the button.

STEP 2 - SELECTING YOUR FILE



If you have a file with linked images, put them all in a folder, then zip the folder using WinZip (PC) or Stuffit (Mac)

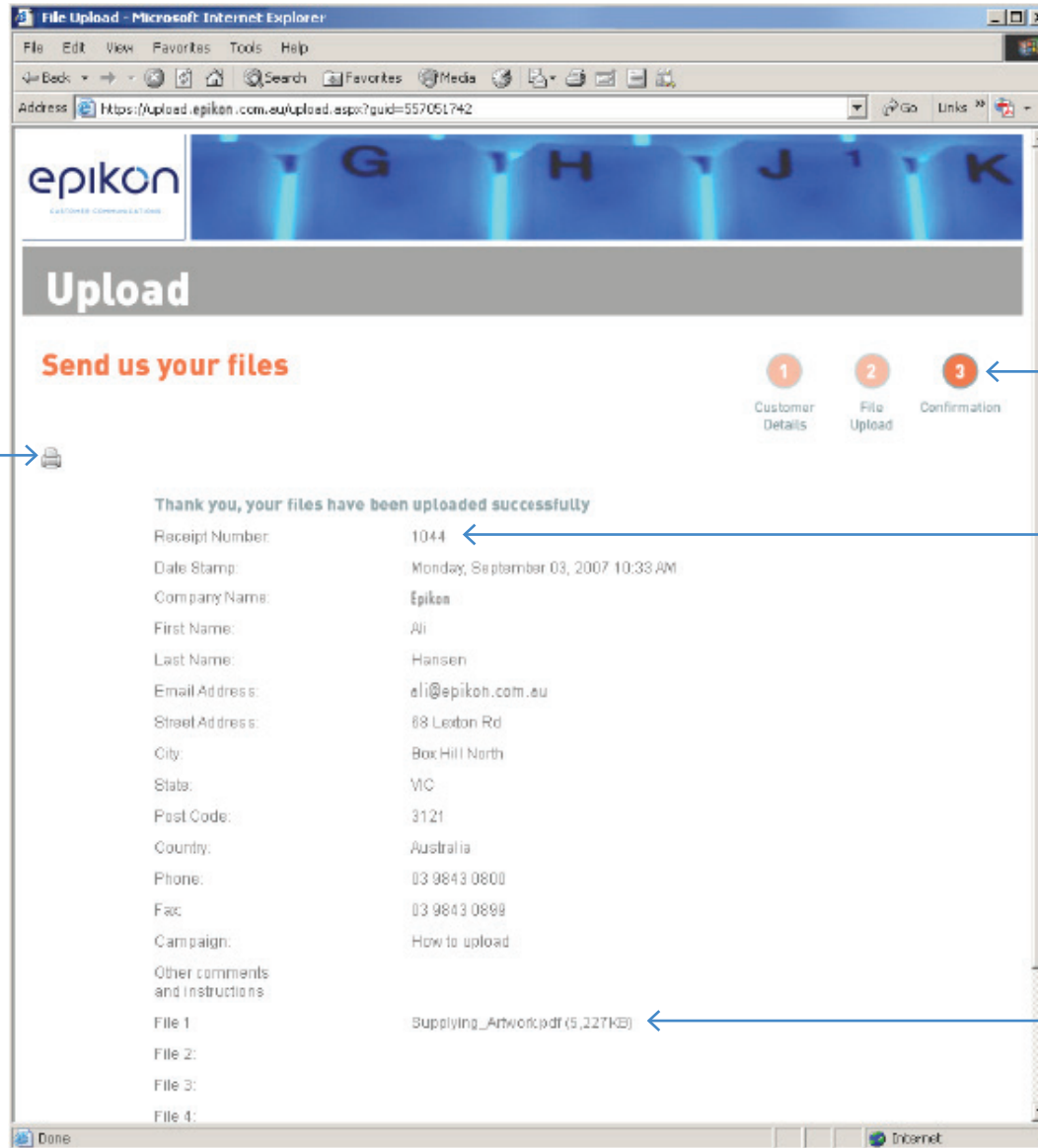
Select your file by clicking on the browse button and double clicking on your file.



After clicking on the 'Upload Files' button a pop up window with the transfer details will come up

If something isn't right, you can always press cancel.

STEP 3 - CONFIRMATION



You can print this screen for your records

Once the files have been uploaded, the original screen (not the pop up) will move to the confirmation page

At this stage the site will generate an invoice number, which will be sent to Epikon and can be used to track your file.

Your files are listed so you have a record of what has been uploaded