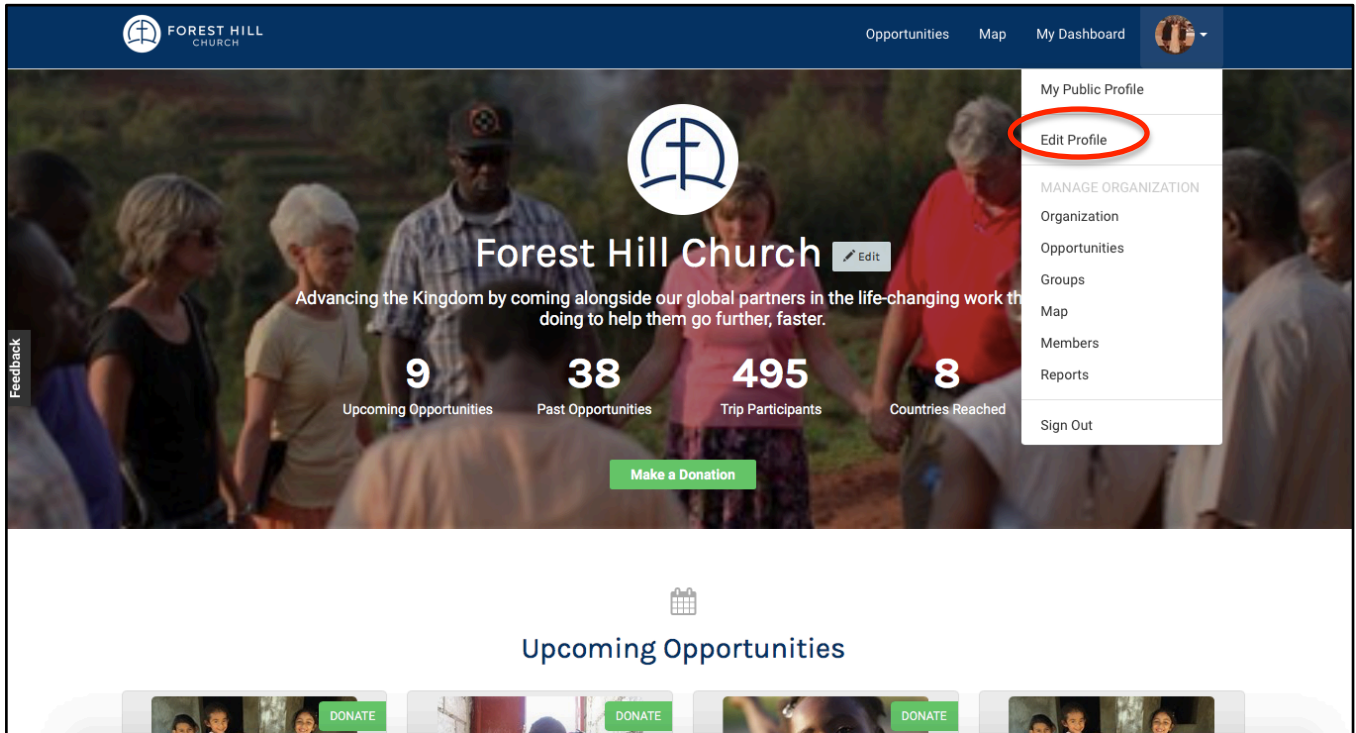


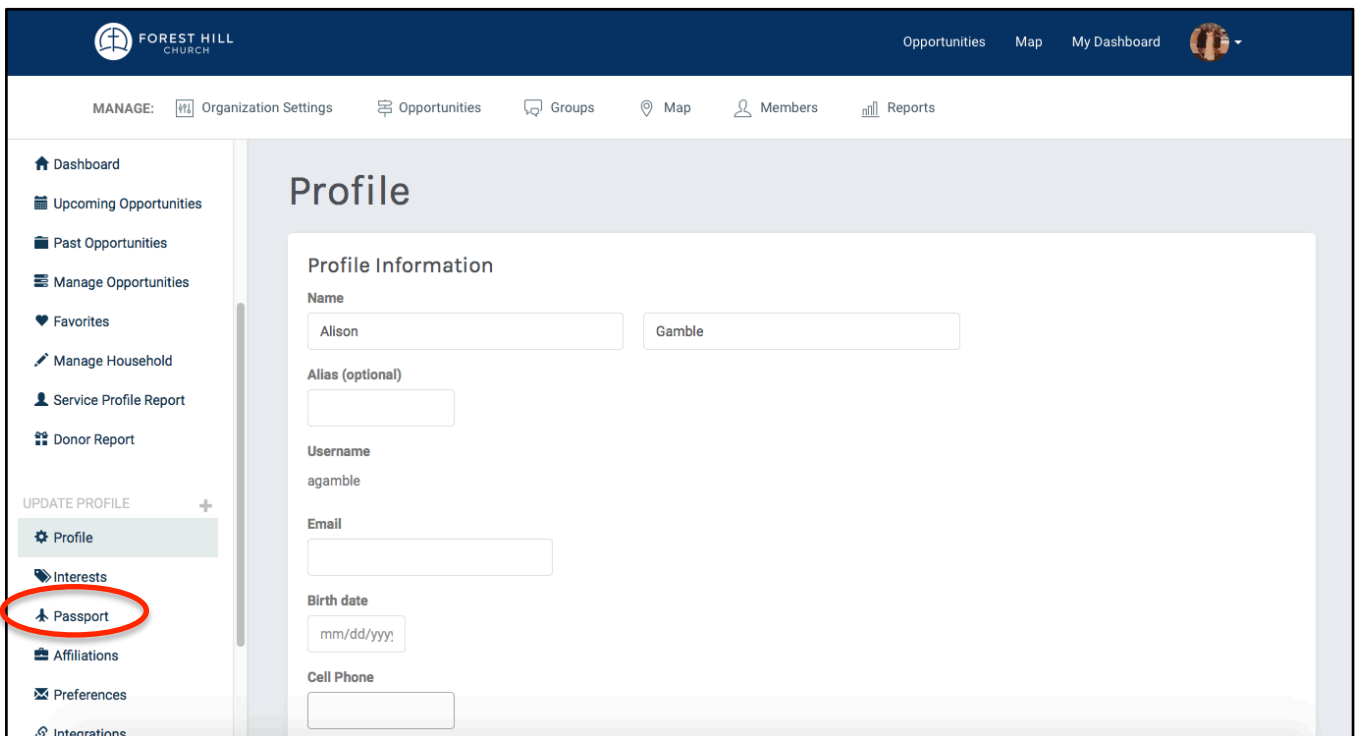
Adding your Passport to ServiceReef

You have the opportunity to add in a photo of your passport in your trip application. If you did not add this when you were applying for this trip, please follow the steps below.

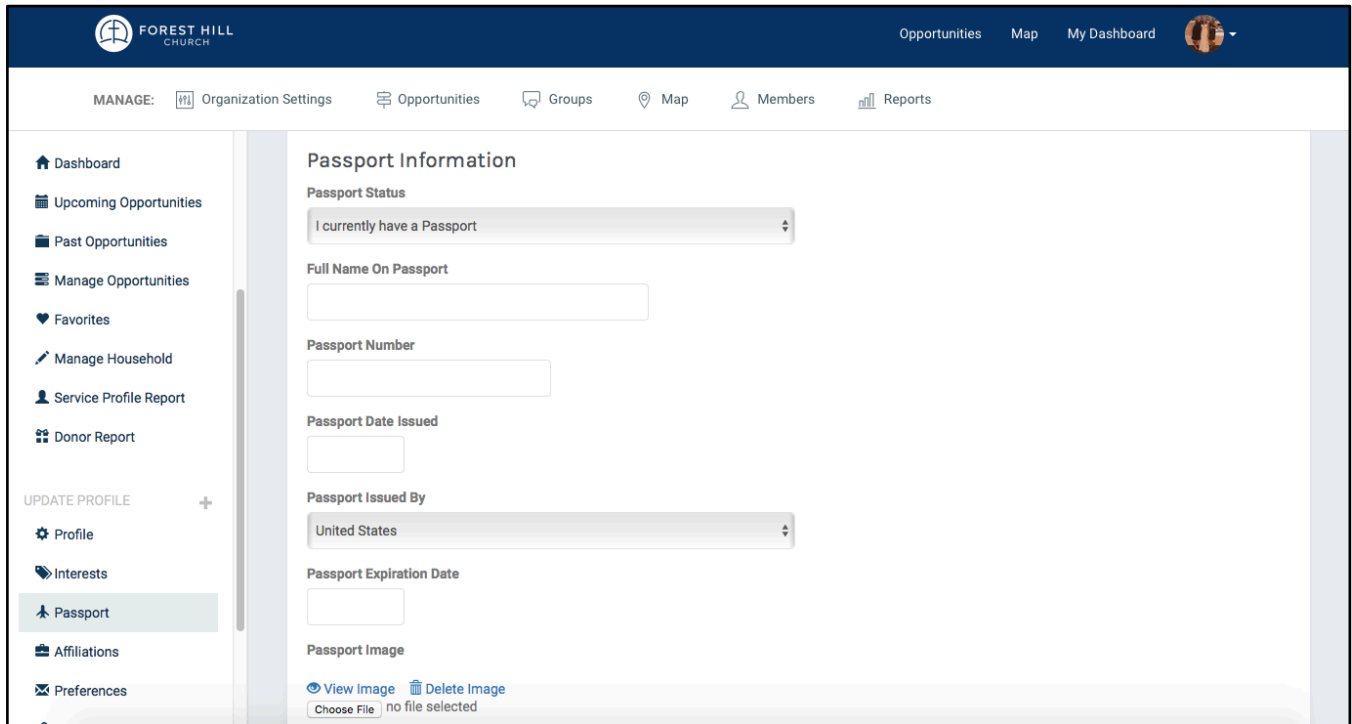
Step 1: Click on your icon at the top right of the page and click “Edit Profile”.



Step 2: Go to the left column and scroll down to “Passport”.



Step 3: Enter in your passport details and upload a clear photo of your passport.



The screenshot shows the 'FOREST HILL CHURCH' member profile page. The main content area is titled 'Passport Information' and contains the following fields:

- Passport Status:** A dropdown menu with the selected option 'I currently have a Passport'.
- Full Name On Passport:** An empty text input field.
- Passport Number:** An empty text input field.
- Passport Date Issued:** An empty date input field.
- Passport Issued By:** A dropdown menu with the selected option 'United States'.
- Passport Expiration Date:** An empty date input field.
- Passport Image:** A section with two links: 'View Image' and 'Delete Image'. Below these links is a file upload button labeled 'Choose File' and the text 'no file selected'.

The left sidebar contains navigation options under 'MANAGE' (Organization Settings, Opportunities, Groups, Map, Members, Reports) and 'UPDATE PROFILE' (Profile, Interests, Passport, Affiliations, Preferences). The 'Passport' option is currently selected.

If you have any questions, please email Alison Gamble at alison.gamble@foresthill.org.