

My Dashboard - Team Members

Team members often ask where to find forms and how to upload their passport. Missions wants to thoroughly equip you to help your team navigate through those questions. This document provides a few easy steps to make it simple to walk through the process.

01 *Downloading & Uploading Forms*

- Click on My Dashboard
- Scroll to Opportunity (trip) name.
- Click on Opportunity name to open the Opportunity Dashboard.
- The dashboard will show every required form assigned to the team member..
- Click on the form name.
- A dialogue box will open.
- Download the pre-loaded blank form.
- Print.
- Complete, sign, date.
- Take a picture with a phone, use Notes app to scan with phone, or scan & upload to a PC.
- Upload the completed form via the Upload File button within the form dialogue box.
- A green checkmark will appear showing the task is complete once the form is uploaded.

02 *Uploading a Passport*

- Click on My Dashboard
- From the navigation toolbar to the left of the screen, go to Update Profile.
- Click the drop down button.
- From the list that appears, select Passport.
- Complete the information and upload a clear, full color image of passport making sure the image includes the entire page of the passport. If numbers are cut off, if there is glare, etc, retake and resubmit.

