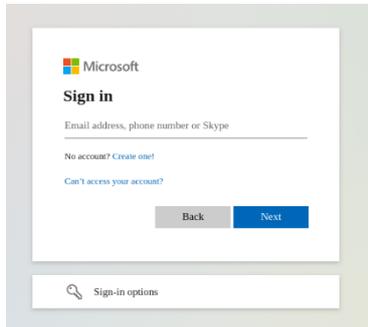
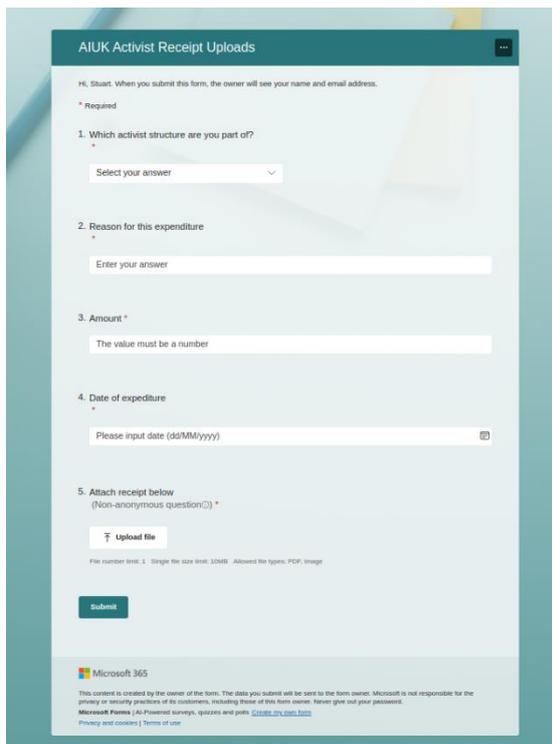


Instructions for Activists

Make sure you are signed into Office 365 - Go to <https://www.office.com/login> and sign in using your @amnesty.org.uk email address and password. You will need to confirm identity using Multi-factor authentication.



Once you are signed in, open the receipt submission form using this link: <https://forms.office.com/e/geHz71SSvn>

A screenshot of a web form titled 'AIUK Activist Receipt Uploads'. The form is set against a light blue background with a faint image of a receipt. It contains the following fields:

- A greeting: 'Hi, Stuart. When you submit this form, the owner will see your name and email address.'
- A required field: '1. Which activist structure are you part of?' with a dropdown menu labeled 'Select your answer'.
- A required text field: '2. Reason for this expenditure' with the placeholder 'Enter your answer'.
- A required number field: '3. Amount' with the placeholder 'The value must be a number'.
- A required date field: '4. Date of expenditure' with the placeholder 'Please input date (dd/MM/yyyy)' and a calendar icon.
- A required file upload field: '5. Attach receipt below (Non-anonymous question)' with an 'Upload file' button.

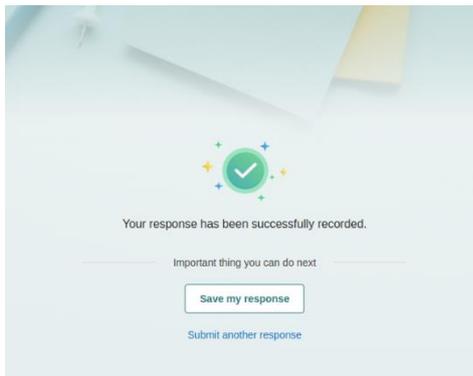
Below the upload field, it says 'File number limit: 1. Single file size limit: 10MB. Allowed file types: PDF, Image'. At the bottom of the form is a 'Submit' button. The footer includes the Microsoft 365 logo and a disclaimer: 'This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password. Microsoft Forms | Get Power BI insights, quizzes and polls | Connect my data | Privacy and cookies | Terms of use'.

There is a 'splash page' explaining the function of the form. Click 'Start Now' to continue.

Fill out the form, selecting the Activist Structure you are part of (e.g. Country Coordinators), the reason for your expenditure, the amount spent and the date you made the purchase. For the final step, click the upload button to attach your receipt. Receipts can be in any common image format (e.g. JPG or PNG) or PDF. Only one file may be uploaded per form entry.

You don't need to add anything about your identity - the form will pick that up from your login.

Once the file has been uploaded (you will see a progress bar as it processes) you can click Submit. You should see a screen saying "Your response has been successfully recorded."



There is no need to click 'Save My Response'. If you have more than one receipts to declare, click 'Submit another response'