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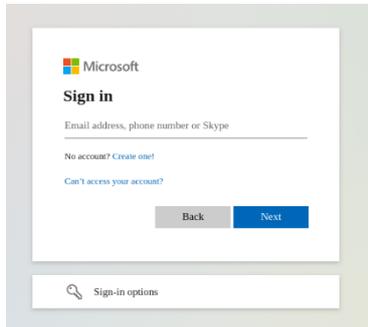
Once you are signed in, open the receipt submission form using this link: https://forms.office.com/e/geHz71SSvn

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."

Your response has been successfully recorded.

Important thing you can do next

Save my response

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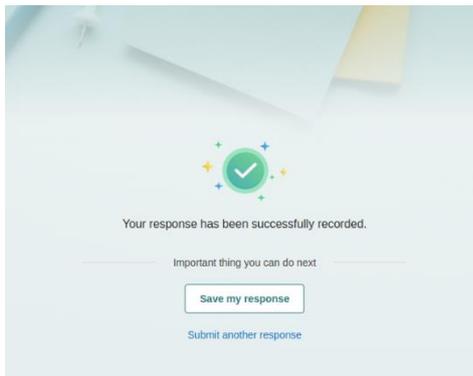
There is no need to click 'Save My Response'. If you have more than one receipts to declare, click 'Submit another response'