How to Upload your Test Session Video to EntryEeze

- 1. Already have scanned your completed/signed consent form and performance affidavit into a SINGLE File (only 1 file and 1 video can be uploaded)
 - a. Name and Likeness Release and Consent Agreement (Required for Test Session)
 - b. Performance Affidavit for Virtual Test Submission (Required for Test Session)
- 2. Open up your internet browser (Chrome, Internet Explorer, Safari, Firefox) and go to: https://comp.entryeeze.com/Membership/Welcome.aspx?cid=446
- 3. Click on Access my account



- 4. Log in with your email address and password
- 5. At the top of the screen click on **Test Sessions**



- 6. Next, click on "Manage My Video" underneath the test you want to upload a video for.
- 7. Click on Choose File
- 8. **Select** the video from the folder you saved it in, and click **Open**.
- 9. Click **Upload file**.
- 10. Repeat steps 5 & 6 to then upload the single file that has the two test forms mentioned in step 1 but this time go to the "**Attestation Form**" section.