

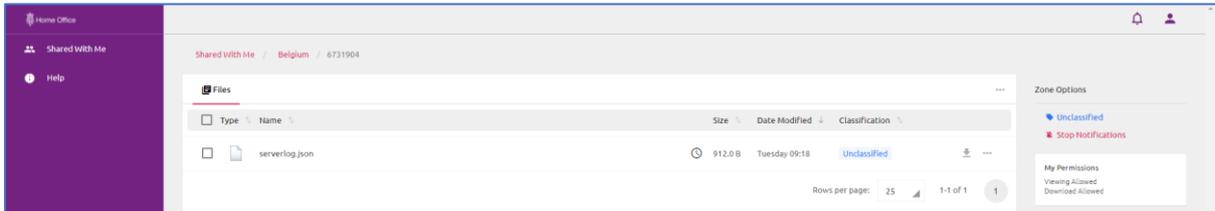
# Egress Instruction Guide

## Accessing Files sent by the UKCA

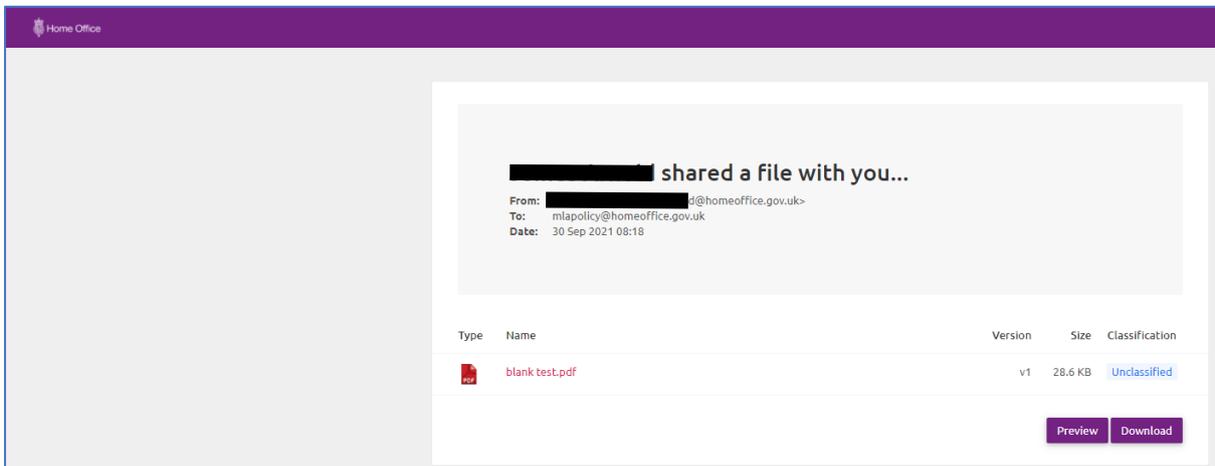
1. Email received from the UKCA casework database containing a shareable link.
2. This link will take you through to the UKCA Egress platform and prompt you to create an account when initially used. The account used will be the account which received the email. If additional access/users are required to gain access, please contact the UKCA by responding to the email:

3. You will then be able to view all files/folders you have been granted access to and will download directly from the platform:

### Folder Shared View:

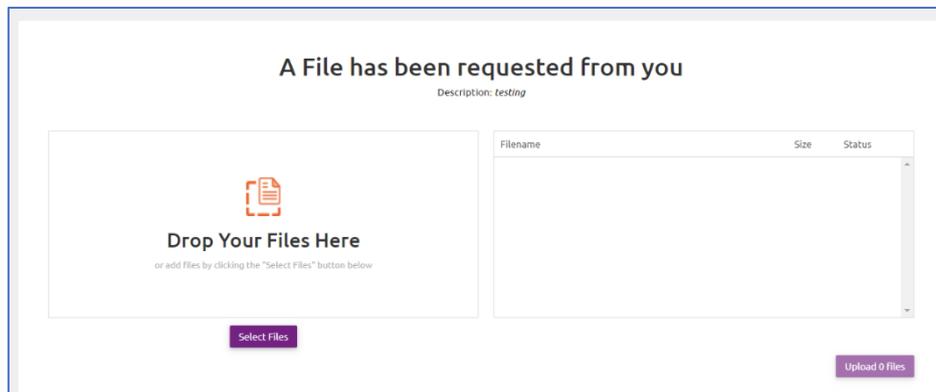


### File Shared View:



## Uploading Files requested by the UKCA

1. Email received from the UKCA casework database requesting evidence; this will include a shareable link.
2. This link will take you through to the UKCA Egress platform and prompt you to create an account when initially used. The account used will be the account which received the email. If additional access/users are required to gain access, please contact the UKCA by responding to the email (see above screenshot).
3. You will then be granted access to a designated area for each specific MLA request. Files may then be uploaded by either **drag and drop** or using the **“Select Files”** button, and selecting **Upload # files**:



4. Once you have uploaded all relevant files please confirm via email by responding to the request email.

