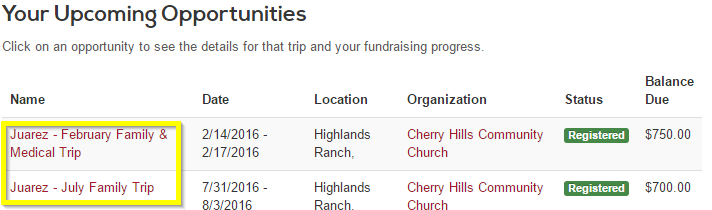
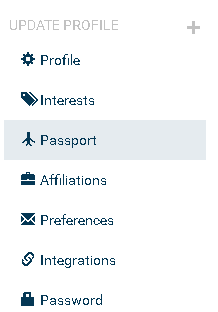
**CHCC – Service Reef**

**Uploading a Passport**

Login into ServiceReef and click on your dashboard. You’ll see your upcoming opportunities. Click on the appropriate opportunity.

Once you have clicked on one of your opportunities, click on the “+” next to “UPDATE PROFILE” and select Passport



Enter the requested information, click “Choose File” and select “Save Changes”:

