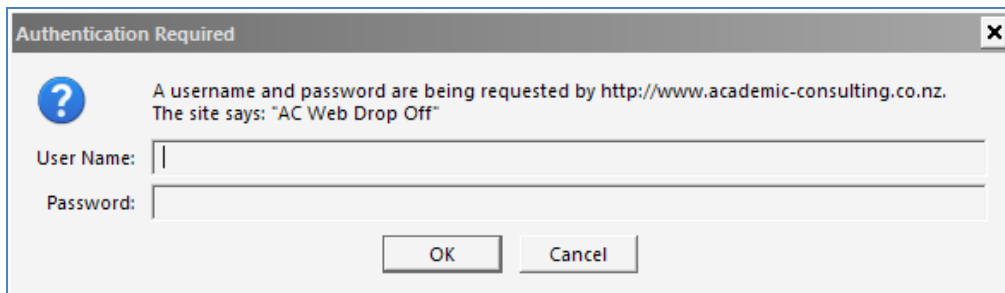


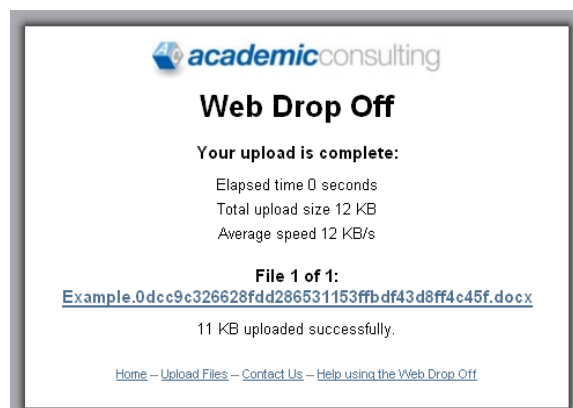
Instructions for Uploading Files

1. Go to <http://www.academic-consulting.co.nz/webdropoff>
2. Enter the username and password combination supplied by an Academic Consulting staff member, and click **OK**.



Note: If you do not have an account, please email info@academic-consulting.co.nz requesting one

3. Choose "**Browse**" and select the file from your computer that you want to upload.
4. If you wish to upload another file, continue to do so. The system will automatically provide space for 10 files per upload. **Please remember that these cannot be more than 55MB in total.**
5. When all of your files have been selected, choose "**Begin Upload**".
6. The system will keep you updated with the progress of the upload. You can continue to work on your computer while the upload is running. Do not close your browser until the upload is complete.
7. The system will notify you when the upload is complete. See below for an example of what the final screen will look like.



8. When you have finished uploading files to the Web drop off facility, please ensure you have provided Academic Consulting with a listing of your filenames.
9. To logout of the system, please close your browser.

Frequently Asked Questions

Question: Why can't you accept files larger than 55 megabytes?

An ADSL line in New Zealand (where the majority of our clients are located) has a much slower upload speed compared to download speed. If a large file e.g. 700MB is uploaded, this will take a considerable amount of time for the user to upload, and tie up our servers processing power. If this is an issue, please [contact us](#) for other arrangements.

Question: I keep getting a "Connection was reset" error message.

This error message is caused by one of two reasons. Either the upload you are trying to send is over 55MB, or your internet connection has terminated mid way through the transaction. The facility will actually cache your upload in the event of this happening, but will only do so 3 times. Please [contact us](#) if you experience any other issues.

Question: Are my files secure?

Academic Consulting utilises the latest technology in order to keep client data protected. Obviously, we do not disclose our methods to the general public, however if you would like information on this please [contact us](#).