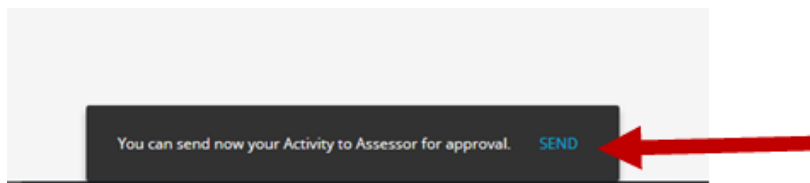
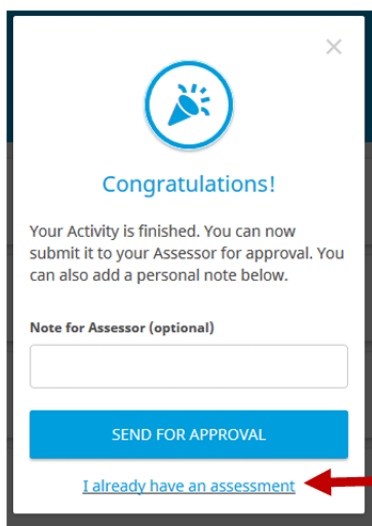


## How to upload your Banqer assessment as your assessor report for your skills section

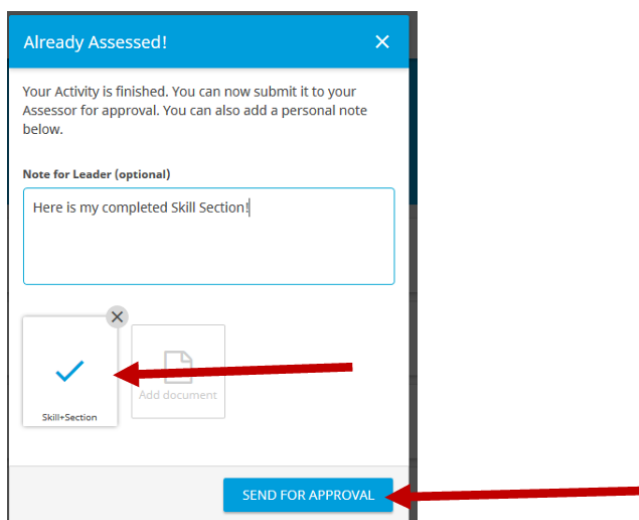
1. Once you have completed and received your assessment from Banqer and you have completed your logs in ORB, click on the Skills Section. Click on Send.



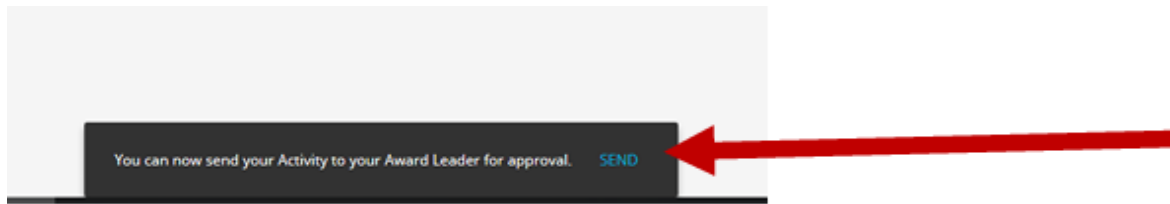
2 Click on I Already have an Assessment



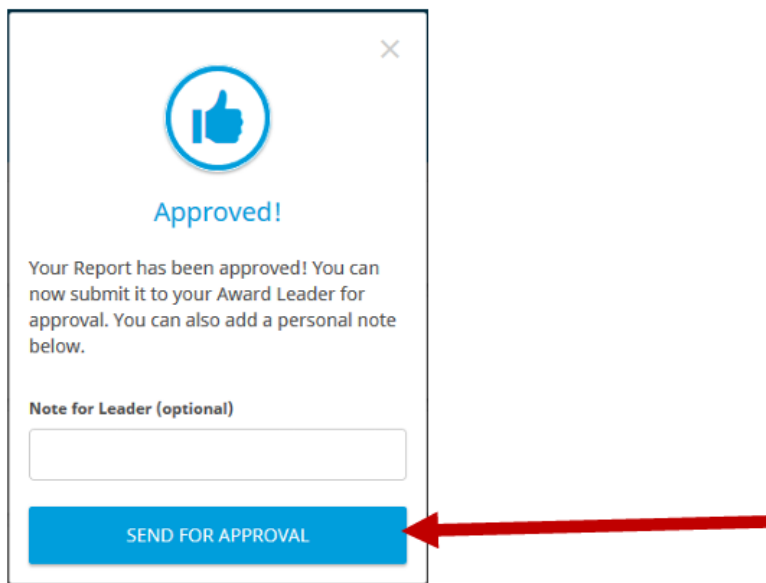
3. Click on Add Document and upload your assessor's report that you scanned onto your computer then click SEND FOR APPROVAL.



4. Under the Section you have completed, click on You Can Now Send Your Activity to Your Award Leader for Approval



5. Click on SEND FOR APPROVAL (you can add a personal note for your Award Leader if you want).



6. This will now go to your Award Leader to sign-off as completed (you will see a clock symbol showing that the system is waiting for your Award Leader to sign it off). Once your Award Leader has signed it off you will see a tick beside the Section showing that you have completed it.