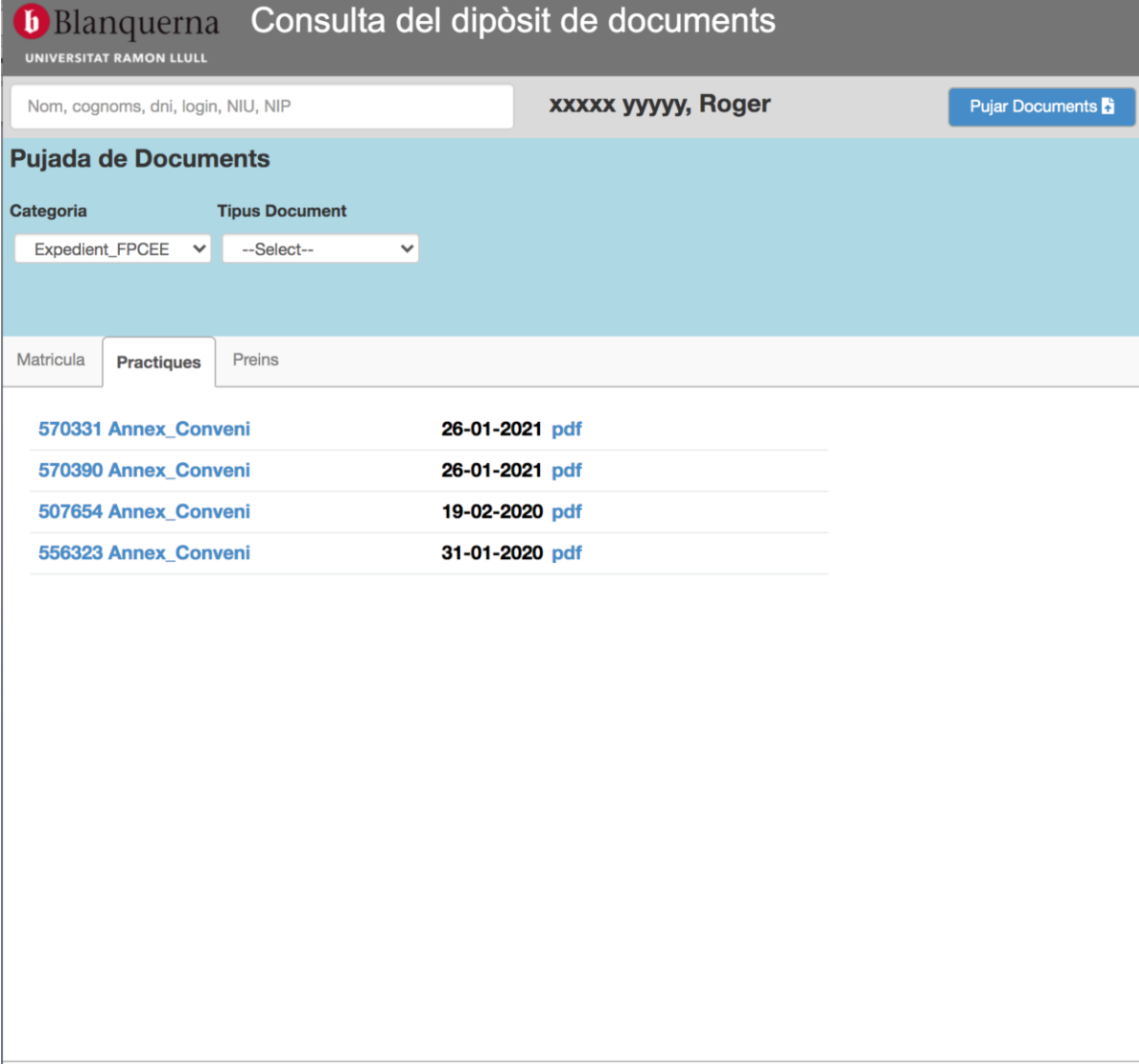


Instructions to send the signed SEPA document to Blanquerna:

Through the following [link](#), you can have access to Fundació Blanquerna's document repository, where you can find all the documents that you are requested to submit with permanent access.

To upload a document, first you have to click on the button *Pujar Documents* (Upload documents), as you can see in the image below:

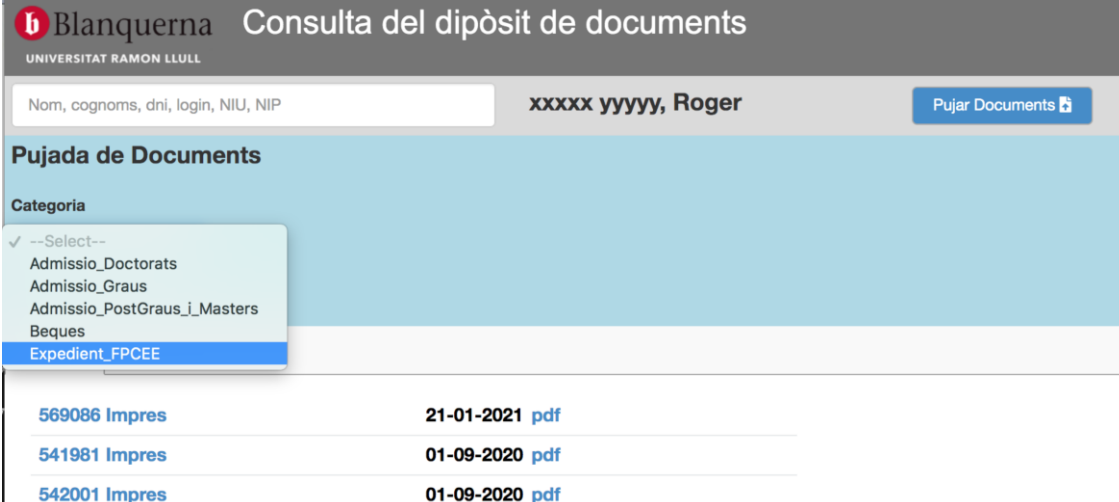


The screenshot shows the 'Consulta del dipòsit de documents' page. At the top, there is a search bar with the placeholder text 'Nom, cognoms, dni, login, NIU, NIP' and a user profile 'xxxxx yyyyy, Roger'. A blue button labeled 'Pujar Documents' is visible. Below this, the 'Pujada de Documents' section contains two dropdown menus: 'Categoria' (set to 'Expedient_FPCEE') and 'Tipus Document' (set to '--Select--'). A navigation bar at the bottom of this section has tabs for 'Matricula', 'Practiques' (which is selected), and 'Preins'. The main content area displays a table of documents:

570331 Annex_Conveni	26-01-2021	pdf
570390 Annex_Conveni	26-01-2021	pdf
507654 Annex_Conveni	19-02-2020	pdf
556323 Annex_Conveni	31-01-2020	pdf

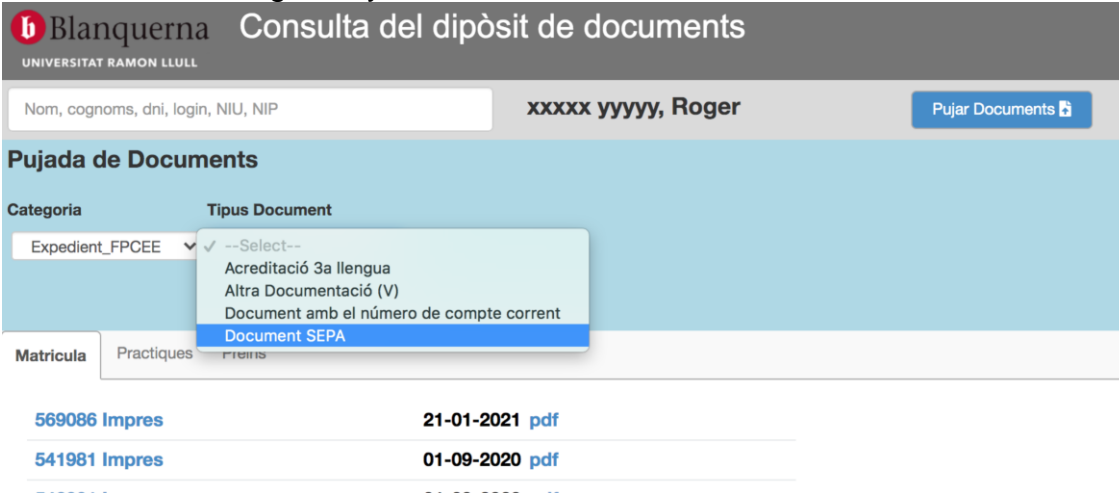
At the bottom of the page, a status bar indicates 'Practiques: 4/4 Total: 99/99'.

Then you have to select the category *Expedient* (Academic record) of your centre (Expedient_FPCEE, Expedient_FCS or Expedient_FCRI, depending on the centre you are enrolled to this academic year). If you have current records in more than one centre, then you will have to upload the document to both academic records, if asked to do so.



Document ID	Date	Type
569086 Impres	21-01-2021	pdf
541981 Impres	01-09-2020	pdf
542001 Impres	01-09-2020	pdf

After you have chosen the category corresponding to your centre's academic record, you have to choose the kind of document that you want to upload, in this case, the SEPA document signed by the bank account holder.



Document ID	Date	Type
569086 Impres	21-01-2021	pdf
541981 Impres	01-09-2020	pdf

On the top right, for a few seconds, you will see a green notice, if the process has been successful, with the text *S'ha pujat el document correctament* (Document has been uploaded successfully), or a red notice, if some error has happened, with the text *Error al pujar el document* (Error while uploading your document). If the latter happens, this means that your document has not reached Blanquerna.

Once you have uploaded your document or documents, you can see them on the tab *Expedient* (Academic record) of the corresponding centre.

You can see a step-by-step explanation on how to upload a file in this [video](#).