

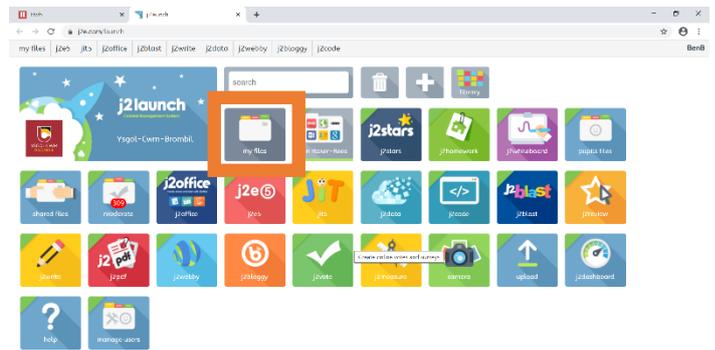
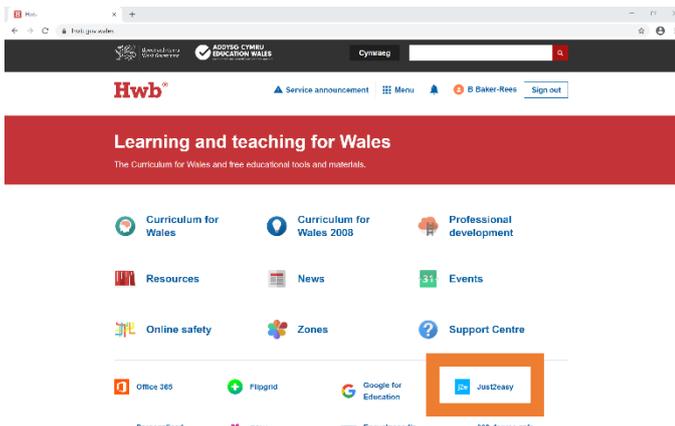


Step by step guide to upload files from a computer or laptop



Step 1 – Accessing the internet, go to hwb.gov.wales and sign into Hwb. Then click on Just2easy.

Step 2 – When on the j2launch page, click on 'my files'.



Step 3 – Find your file on the computer and drag and drop it onto the 'drop files here' square.

