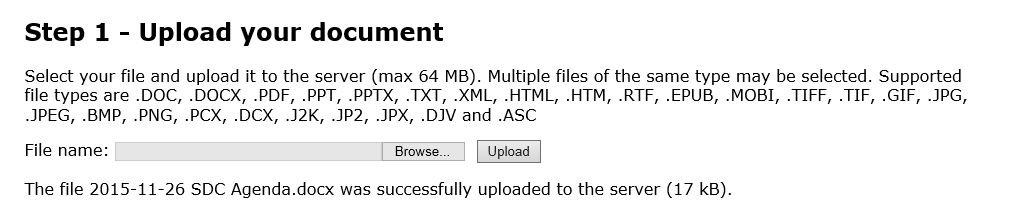
**SensusAccess: Guidelines for use**

**Please note users must not submit personal and/or sensitive data regarding themselves or others to be converted.**

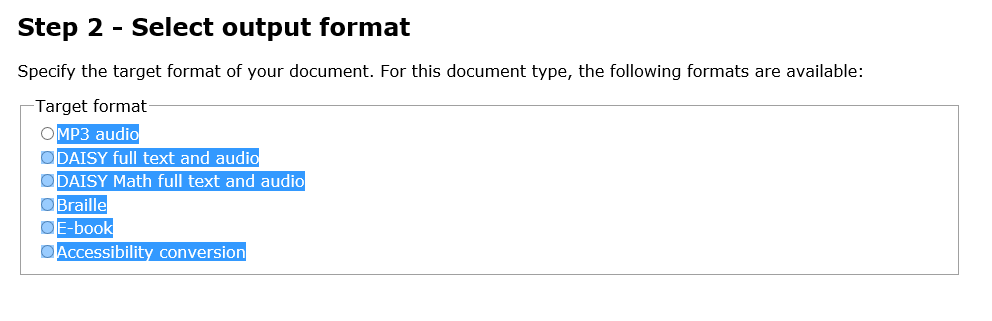
To begin, click on the link for SensusAccess which will open up the application:

<https://www.sensusaccess.com:347/web3/ed/>

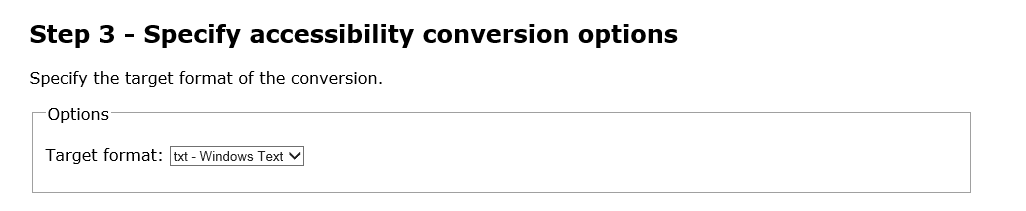
1. Browse to select your file and then click on upload.



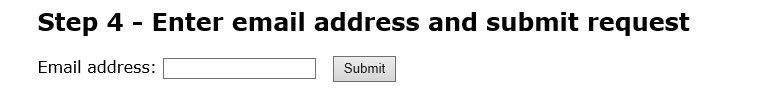
2. Select which format you wish the document to be converted to



1. Provide more details on the type of output you wish/specify options (note the options you see will depend on the type of document you selected above).



1. Enter your email address for delivery of your converted document.



You should receive your converted document into your email inbox immediately.