

COMTRAIN PHOTO TOOL INSTRUCTIONS

! Photos are Mandatory !

We require the Original Class Paperwork to be submitted to Comtrain.

STEP 1: Go to Comtrain's Photo Upload Page: <https://www.comtrainusa.com/instructor-photo-tool/>. Type in the requested Information (Instructor Name, Company Name, Class Dates, Tower Location and click "BROWSE" to choose photos. Use the tower date and location. Dates must match the original class paperwork that is mailed to Comtrain. The photos will be matched to the paperwork when the order is processed.

PHOTOS MUST BE IN .JPEG format.

The screenshot shows the Comtrain Photo Upload Page. The form fields are as follows:

Field	Value
Instructor	Dave Winifran
Company	COMTRAIN TEXAS, LLC
Class Dates	December 16-17, 2018
Tower City	AUSTIN
Tower State	TX
# of Students in Class	6
Telephone Number	512-275-6400

STEP 2: Submit Photos. Photos should be from the shoulders up, preferably with a clear background; eyes open and NO hats please. Make sure to submit photos that match the class you are certifying. You can either "Select ALL" or click each photo separately. (TIP: Hold down CTRL button while choosing to select more than one photo to send.) Click "OPEN" when the photo selection is complete.



