

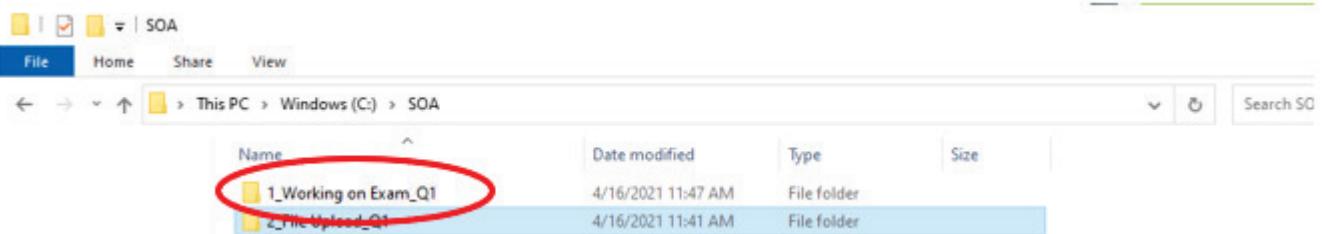
FSA Candidate (Supplement to Tutorial)

Prometric is providing this instruction sheet to assist you in successfully managing the Microsoft documents created and saved in conjunction with your FSA examination. The actual file folder structure where these documents are saved on this computer is slightly different than what was reflected in the tutorial produced by Prometric and provided to you by the Society of Actuaries. Prometric acknowledges our responsibility for this difference in process flow; and we regret any confusion this may cause.

The easy-to-follow instructions below will ensure you are able to upload your work elements within the allotted time in the exam. Rest assured that these artifacts will be retained and accessible should you experience any issues.

Your Workspace

- You have been given a workspace folder. Your workspace folder can be accessed throughout the examination by clicking the folder icon on the taskbar.
- At the start of the exam the assignment files have been automatically downloaded and will be placed in your workspace folder – The file path to your workspace folder is **C:\SOA\1_Working on Exam_Q1**. To access this folder, see the screenshot below.

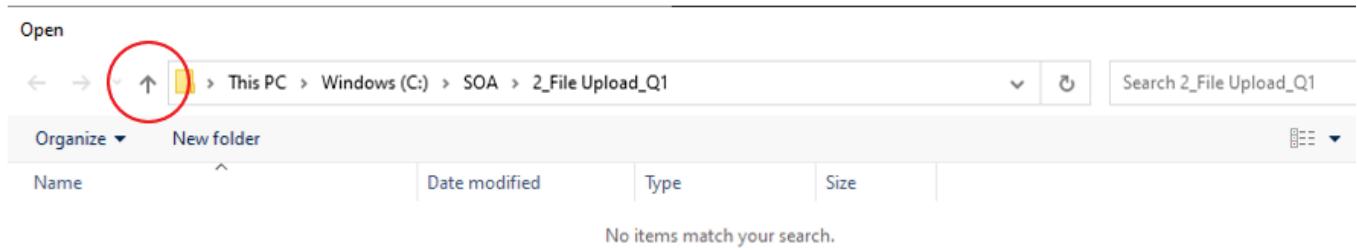


Backup copies of original files

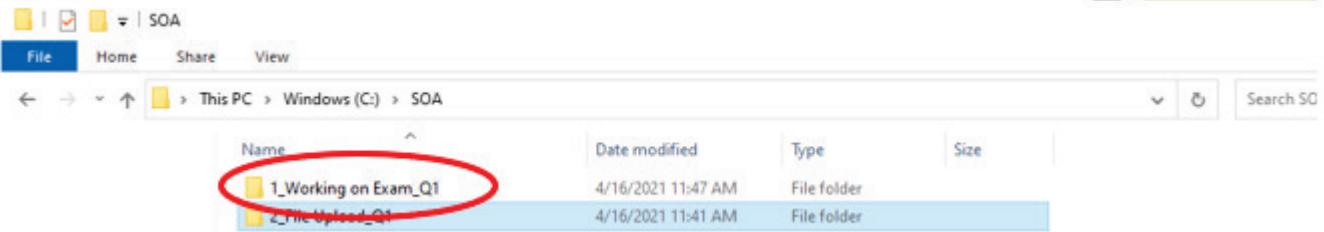
- After selecting a corresponding file button, a new file will open and be placed in your workspace folder - **C:\SOA\1_Working on Exam_Q1**. If there is already a file in your workspace with the same name, the NEW downloaded file will have a number appended.

Uploading Files

- Click on "Attach File" to open a dialog box and select the appropriate file.
- You will see the following window. Click on the Up arrow circled in red below.



- You will then see the following file structure.



Select the “**1_Working on Exam_Q1**” folder to find the files you need to upload.

- You can only attach one file at a time.
- You are restricted to specified file types, size, and number of files that can be submitted.

Please refer to Tutorial for options for Attached Files