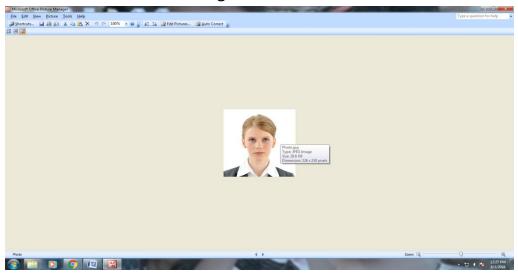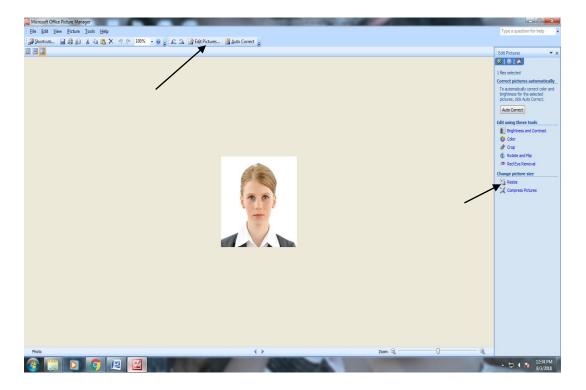**To Resize Photo**
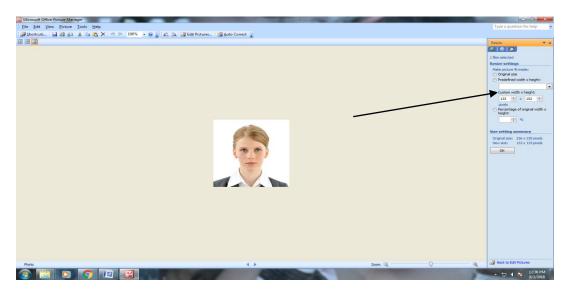
1. To upload photo and signature, the size should be Width 133 X Height 152.

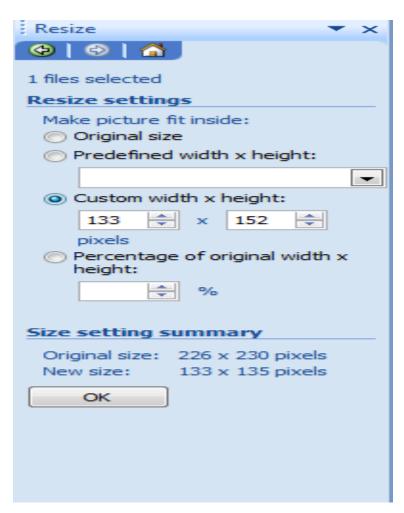2. To resize the photo, open the picture in Microsoft Office Picture Manager or Microsoft Office Paint Manager.
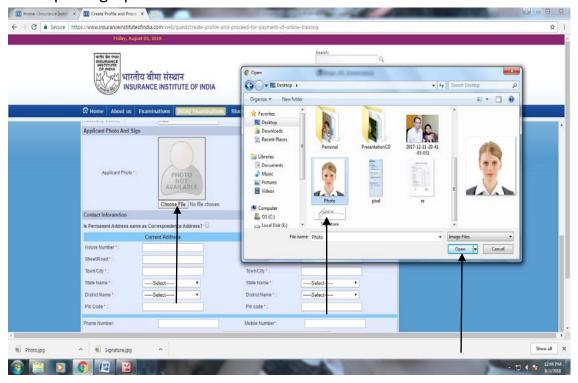

3. Click on Edit Picture > Resize.

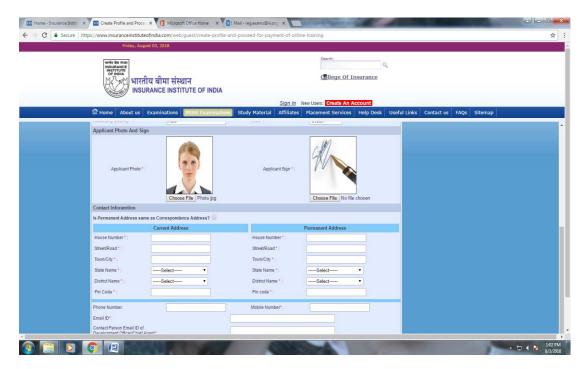4. Change the custom width and height settings to 133 and 152 respectively.

5. Click on OK and Save the file.

6. After clicking on OK, Photo will be resized as required.

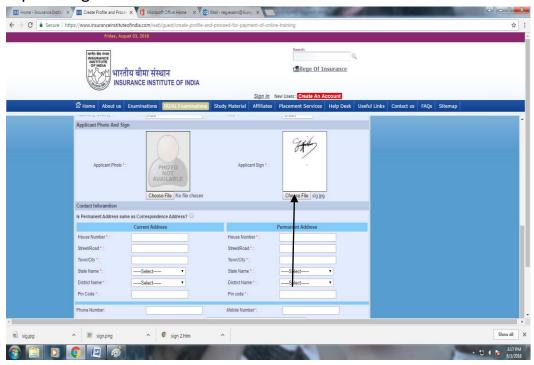7. Upload the resized photo on the webpage. Click on Choose file and select the saved photograph.
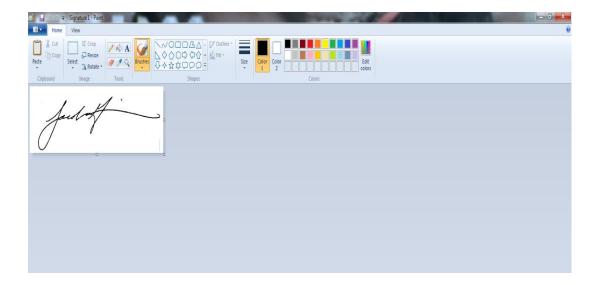

8. Photograph is uploaded on website:
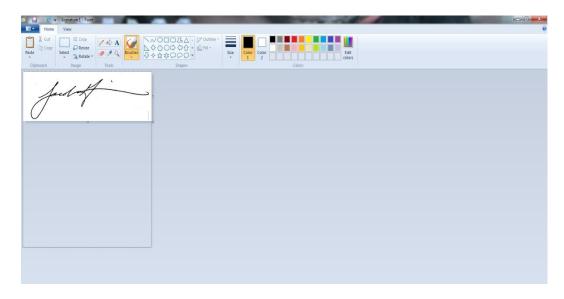
To Resize Signature

    1. To Upload Signature. Click on Choose file.

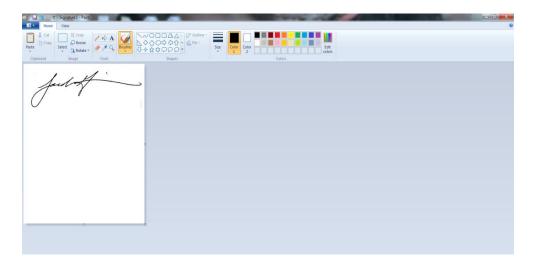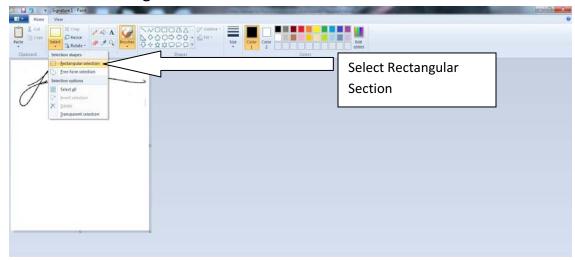   2. Open the scanned signature in paint.

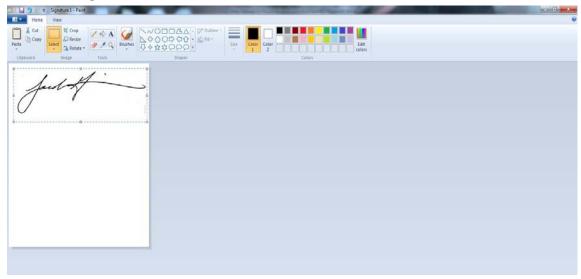3. Drag to increase the height than the width of the image.

4. Release.

5. Select Rectangular Selection.
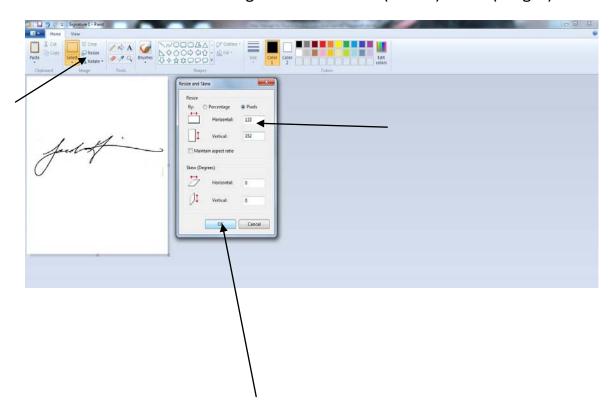

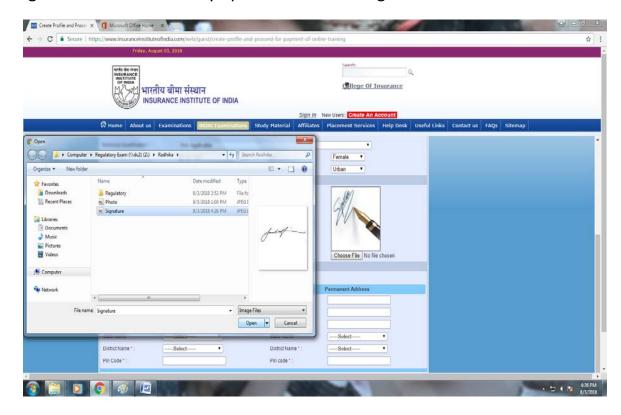Select Rectangular Section

6. Select Signature

7. Move the signature in the center and Release.

8. Click on resize and change the size to 133 (Width) X 152 (Height)

9. Signature is resized. Kindly upload the resized signature in our form.

10. Signature is now uploaded.