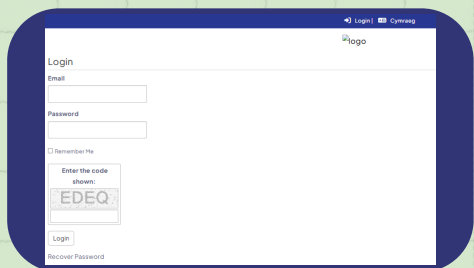
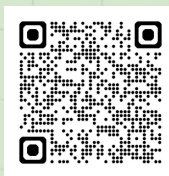


Log in details

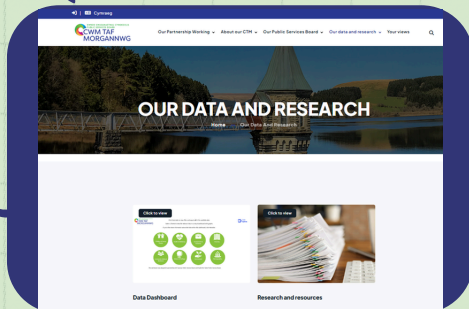
Username: CTMP SB@CTMP SB.WALES

Password: 123CTMP SB



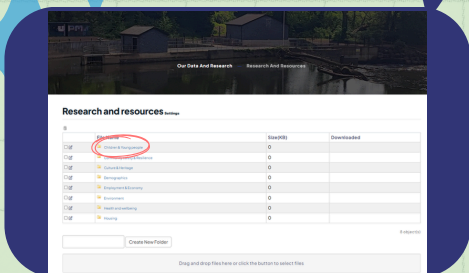
Step 1:

Log in using the details provided above



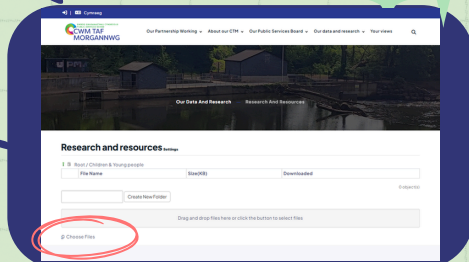
Step 2:

Navigate to the 'Our Data and Research' page and click into the 'Research and Resources' tab.



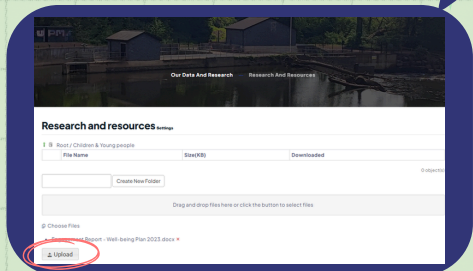
Step 3:

Click into the folder category that you would like to save your report/document in.



Step 4:

Click 'Choose Files' which will take you to your documents folder to select the item you will upload.



Step 5:

Click 'Upload'

Step 6:

Your item should now appear in the folder as shown in the example

