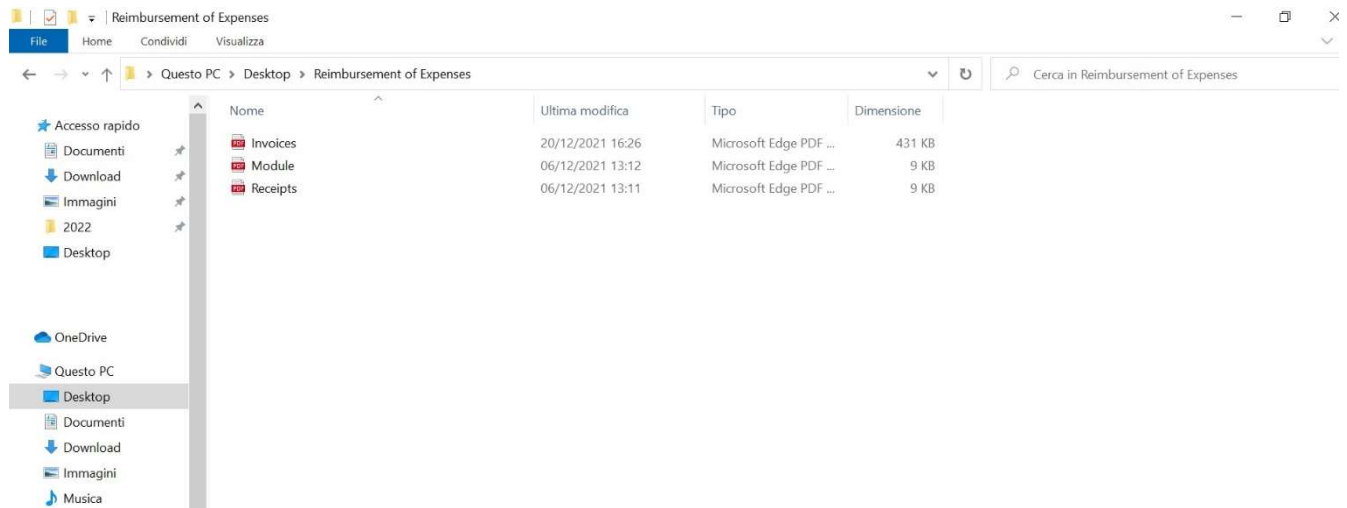
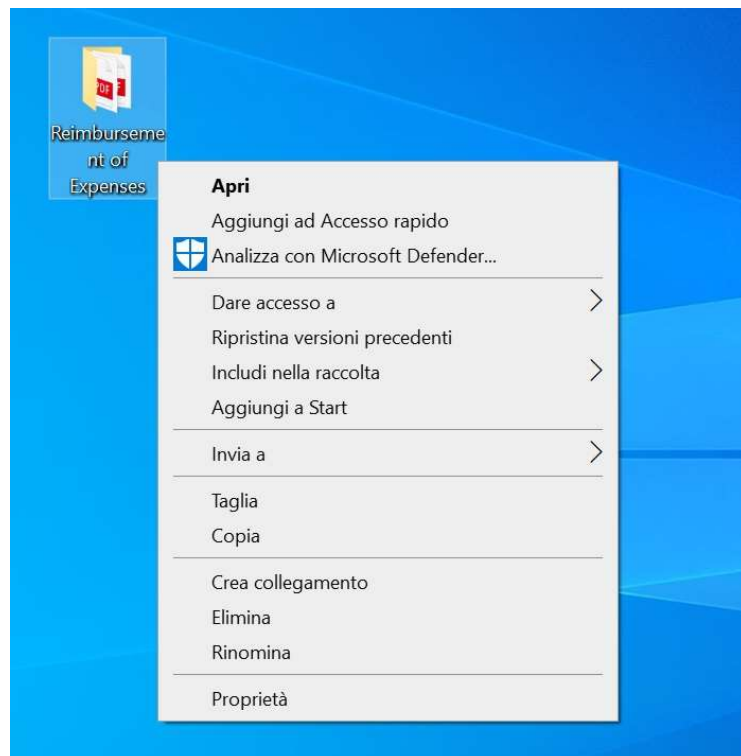


Procedure to create a .zip folder

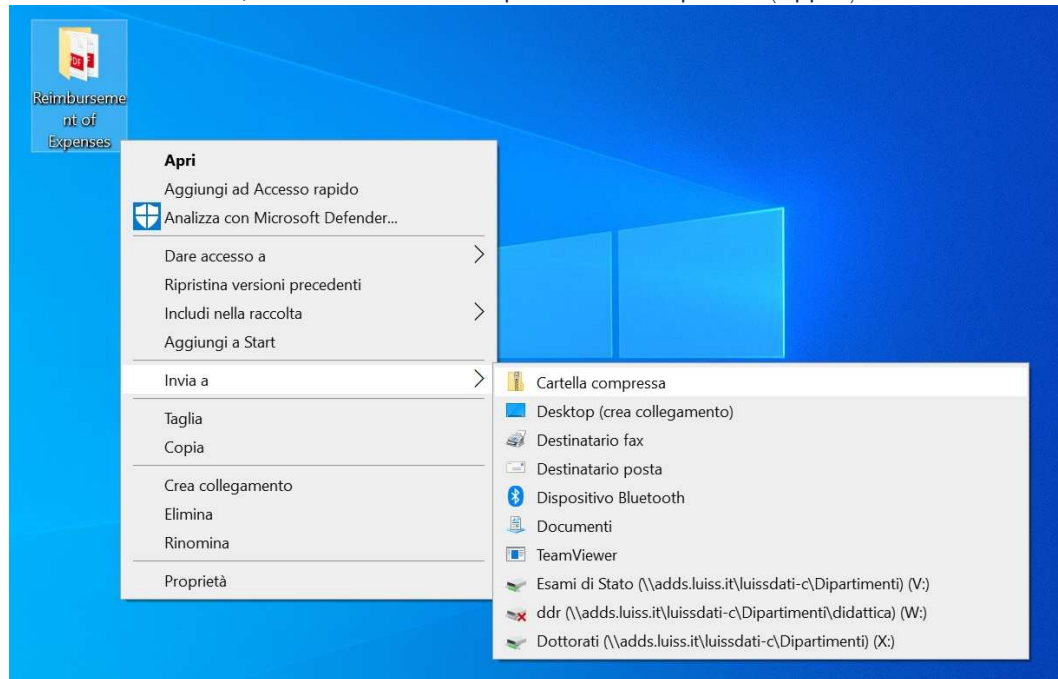
- 1) Create a folder and then insert all the documents of your request of reimbursement



- 2) click on the created folder with the right button. Then a menu will appear and you have to click into “Invia a” or “Send to”



- 3) Another menu will be showed, click into “Cartella compressa” or “Compressed (zipped) folder”



- 4) Your zip folder has been created. You have to upload this one into the form

