

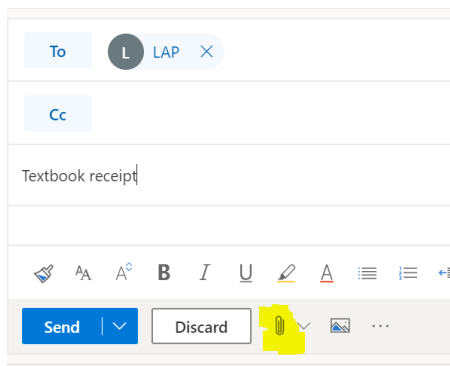
How to Guide – Attach a receipt to your email message:

In order to access your Alternate Media (ebooks) you will need to show proof of ownership to the Learning Assistance Program. This guide shows how to send the LAP copies of both digital and paper receipts. Here's how.

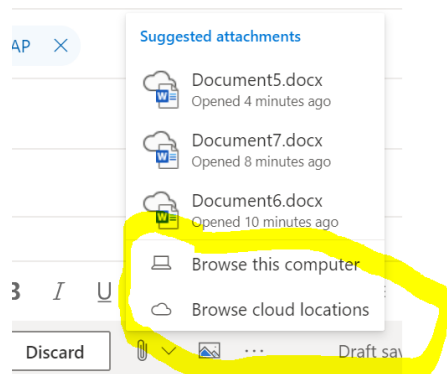
Important Tips: You will need access to your receipt(s) and you will need to log into your Hancock College email account.

***You will also need to have an image of the receipt. We recommend that you take a picture of the receipt and save the image on your computer or in the cloud.**

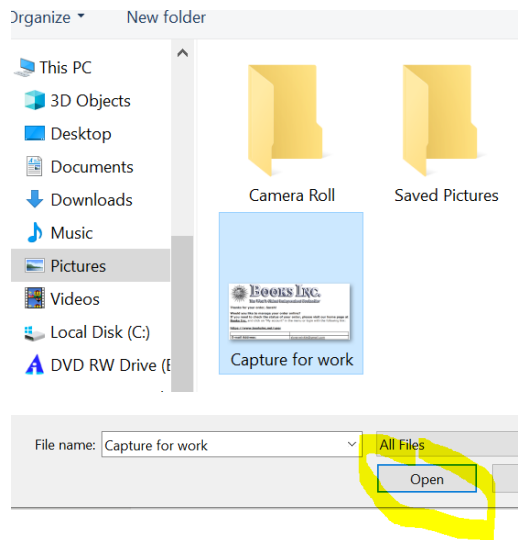
Step 1: Open a new message and address it to lap@hancockcollege.edu. Please indicate you are sending a receipt in the subject line. Then, click on the paper clip icon.



Step 2: If your receipt image is saved on your computer, press 'Browse this computer.' If your image is saved to the cloud, press 'Browse cloud locations.'



Step 3: Locate your receipt image and select it. Then press 'Open':



Step 4: Your file is now attached! Please add a sentence to let the LAP staff know your name and H number. Then click 'Send.'



Congratulations. You just submitted proof of purchase!