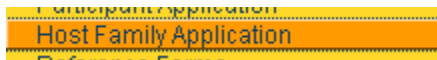


How to upload the PAF to a host family application

1. Log into Global Link using your ID and Password
2. Click on the Host family application module in the yellow left hand column:



3. Use the search fields to look up the host family you are working with:

English First Name <input style="width: 95%;" type="text" value="G"/>	English Last Name <input style="width: 95%;" type="text" value="Wadley"/>
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4. Click on the blue Search button:
5. When the family shows up under the results click on blue link for the program name [Host Family - Semester/Year Program](#) to bring you directly to the application page:

Record(s) Found : 1 [\[Click here to show total number of records matching these search criteria\]](#)

No.	IOC	Program Code	Program Name	Service Ref.	Assigned Level	Assigned To	Applicant
1	USA	YPscNH10	Host Family - Semester/Year Program	10-09723	Area Team	Ohio River Valley Area Team	Wadley, George

6. Select the blue link field at the top of the page for the PAF: [\[14\] PAF: Placement Acceptance Form](#)
7. Once the page reloads scroll down to the bottom to find the upload button:

Please upload your attachment(s) here

[Upload New File](#)

Note: The supported file types are:

- Image file (gif,jpg,tif,bmp,png)
- Microsoft Word Document (doc, docx)
- Microsoft Excell Document (xls, xlsx)
- Portable Document Format (pdf)
- Rich Text File (rtf)

8. Click 'Upload New File' and use the 'browse' button to find the file on your computer where you have saved your PAF:

Browse...
[Upload File](#)
[Cancel](#)

9. Click Upload file
10. The file show now be viewable as uploaded.
11. The next step is to inform your Staff hosting coordinator that the PAF is uploaded so they can mark off the checklist. *****Marking the checklist complete is the trigger to let the missing paperwork report show that the form is received***