



### *Contractor Submission Instructions:*

1. Download the zipped interview folder from the interviewer's SD (memory) card to your desktop.  
IMPORTANT: Do NOT unzip the interview folder. The interview will fail if it is unzipped and reziped.
2. On your desktop, create a folder for each interview. Folder names should be named the same as the zipped Interview file. [Example: GH99\_999\_20180502\_1358 (year/month/day)\_time (hour and minute)]
  - a. GH99 = Contractor ID
  - b. \_999 = Interviewer Number
  - c. \_20180502 = Date of the interview (year/month/day)
  - d. \_1358 = Time (hour and minute)
3. In the Interview folder, place the following:
  - a. The zipped interview folder received from the interviewer mobile app.
  - b. The Legacy file for that interview (See "Creating a Legacy File" instructions.)
  - c. The PDF file of the scanned interview collection form for that interview (See "Scanner Setup" and "Scanner Operation" instructions.)
4. Transfer the interview folders to a flash (pen) drive.
5. Ship the drive to the Ghana VAC at the following address:

Africa West Area Office  
Attn: VAC Supervisor  
57 Independence Avenue  
North Ridge  
PMB CT 209 Cantonment  
Accra, Greater Accra  
Ghana
6. Use FamilySearch's DHL account to ship the drives to the VAC. Contact your operations manager to get the DHL account number. The contractor will not need to pay any additional fees. All shipping fees should be charged to the DHL account.