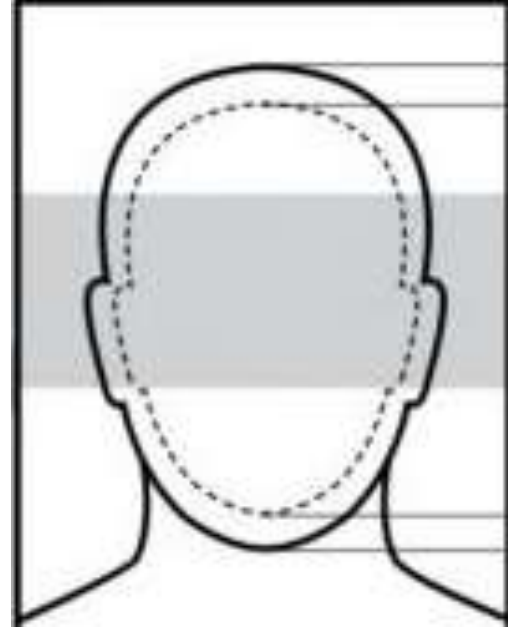**Step 1 – Take a Clear Photo**

- Use your phone or digital camera

- Make sure the photo is well-lit

- Avoid blurry or shaky images

- Save the photo as **.JPG** or **.PNG** format

Step 2 – Open a Photo Compression Tool
Recommended Free Tools:

https://jpeg-optimizer.com/compress-image-to-20kb/

Step 3 – Compress the Photo

- Click on **"click on choose or drop images...**
- Select your photo file
- Wait for it to compress (a few seconds)
- Click **"Download"** to save the compressed version
- UPLOAD THE COMPRESSED PICTURE IN THE FORM