Image and Digital Signatures Upload Guidelines

Beginning June 2016, as a mandatory requirement, all DNB-CET candidates have to upload their image and digital signatures in their DNB-CET profile created at the time of registration. This document provides the required instructions to upload the same on the website.

Note: **Candidates will be able to upload the image and signature from 14th June to 23rd June 2016.**

Instructions to Upload

Candidates are required to login into their profile on the website https://nbe.prometric.com/ with the username and password created at the time of registration and scheduling of the DNB-CET exam.

Once logged in, the home page will appear as shown below. Click on the "Upload Image" box shown on the top of the "Welcome Back" page to begin the process

The page where candidate needs to upload the image and signature will open up as shown below.

In order to upload the image, click on the Browse button and choose the picture to be uploaded on the website. Similarly, click on the Browse button and choose the signature to be uploaded in the profile.

If the image is not meeting the required specifications, the system will show the following error as highlighted below. One needs to prepare the image according to the required specifications and then re upload the image on the website.

Once the images have been successfully uploaded, they will be uploaded in the respective Candidate Preview and Signature Preview windows and visible on the right hand side of the screen. If the candidate wishes to change the image, they can do so by browsing another image. Once the final images have been uploaded and previewed, click on Upload Image button. The images uploaded will be saved in the database in the candidate's profile.
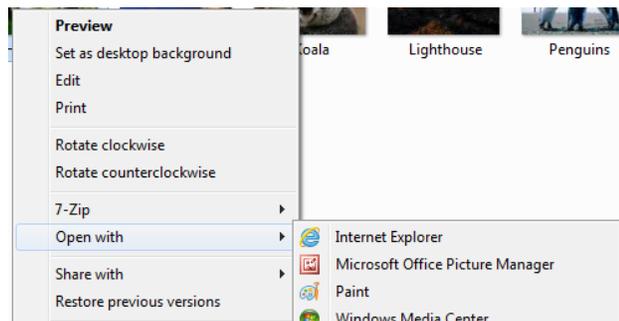
Please note, once the images are saved candidates can no longer make any changes to the same. The profile page of the candidate will appear as shown below, and the "Upload Image" button will appear disabled indicating that the image has been uploaded. **Candidates will not be able to view the uploaded images thereafter.**

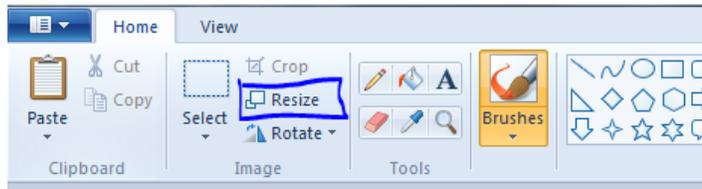Please follow the below given instructions to ensure that the image uploaded is of the right resolution and size.

Instructions to prepare the image for upload using PAINT :
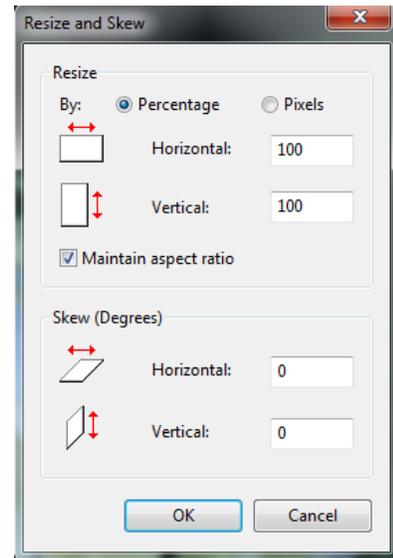
- *Open the image in MS Paint.*
  (Right clicking on the image, go to "open with", click on "Paint")

- *When image opens up in MS Paint, click on the "Resize" button at the top, as shown below (highlighted in blue line) :*
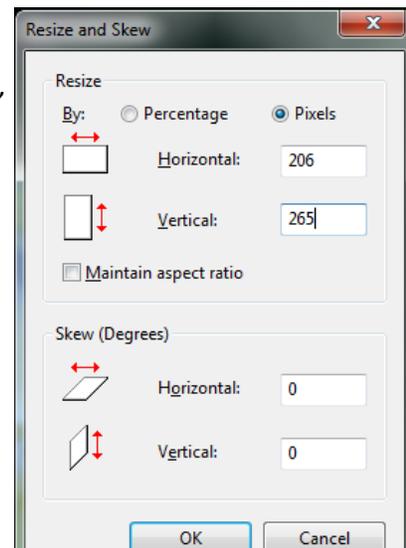
- *A "Resize and Skew" pop up window will open, as shown on the right:*

- *In above window, under "Resize", select "Pixels" radio button and uncheck the "Maintain aspect ratio" option.*

- *Enter the Horizontal value as "206" and Vertical value as "265" for Candidate's Image, and click on "OK" button. Window should look like as shown on the right:*

  (NOTE: While preparing upload for Signature, use Horizontal value as "302" and vertical value as "132".)

- *Save the image with desired name and format by clicking on the menu button on the top left of the paint window, as shown on the right:*