

# Uploading Images for Compliance (Media Owner)

The Media Owner receives an email containing a **unique access code** linking them to the MEplan compliance portal.

Media Owners are required to upload:

- **Long-range images**
- **Close-up images**

Key functionality:

- Up to **10 images** can be uploaded per site
- Primary close-up and far images can be designated
- Images can be cropped within the portal
- Comments can be added per image
- Images can be deleted or replaced

To upload images:

1. Select the **pencil icon (✎)** next to the site.
2. Upload and manage images as required.
3. Select **Done** once complete.
4. **Submit** the images for compliance approval.

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