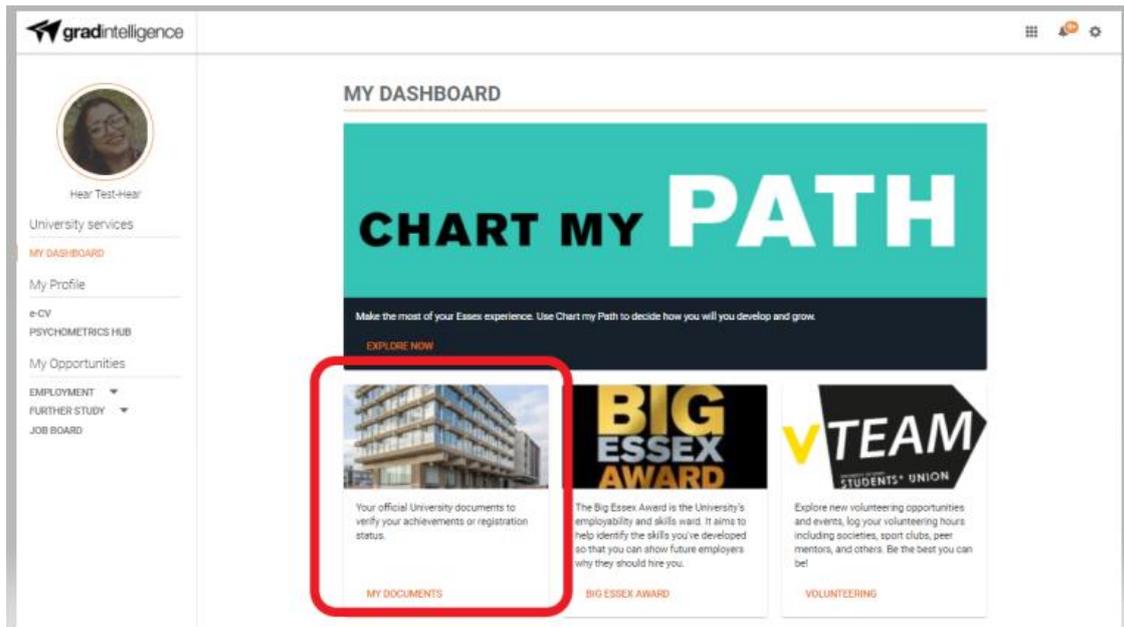# Sharing your HEAR

You will be able to share your HEAR electronically via a 'token' system with potential employers, immigration services, prospective other education institutions etc.

To do this select the **My Documents** tile on the Gradintelligence homepage:

Then select the **Share** option for your HEAR document on the **Official Documents** page:

This will take you into the **'Share Document'** screen. Complete each field for the share parameters and recipient information, and click '**Continue'**:

You can view and manage your share history via the Document's '**More'** option: