

KPMG LLP, as Administrator of the Tesco Compensation Scheme Online Claims Portal – <u>www.tesco-scheme-kpmg.co.uk</u>

Help

We have made the online claims portal as easy to use as possible. This page contains information to assist you with those features and to help you get the most from this website.

- Site Requirements
- PDF documents

Please also refer to the various Frequently Asked Questions ("FAQs") provided on the KPMG website – www.kpmg.co.uk/tesco-scheme.

Site Requirements

In order to view the multimedia files on KPMG website, you will require the following software:

Browser

We advise you to use a modern browser, such as:

- Microsoft Internet Explorer (9 and above)
- Mozilla Firefox
- Google Chrome
- Safari

PDF documents

To read PDF documents, you may need the free Adobe Reader.

Mobile

The claims portal has been designed primarily for use on computers with secondary consideration to mobile phone users. Therefore, certain formatting and functionality may not be available on mobile phones.

Frequently asked questions: PDF documents

Certain documents will be provided in PDF format across the claim portal. These contain more information than can generally be fitted onto a web page and have the added value of being formatted for easy printing.

What are PDF files?

PDF files (Portable Document Format) allow documents to be read and shared between different types of applications and computer systems. They are much more suited to longer documents than a web page is and have the added advantage of being easily printed. The PDF format was created by Adobe and in order to read PDF documents, you need to install their Adobe Reader software. This is free, does not take long to download, and is easy to install

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How do I get the Adobe Reader?

Download Adobe Reader

Before you start the installation, we recommend that you close your web browser as the Adobe Reader software may integrate with it and might not do so correctly if you leave it open. Simply follow the installation instructions until the process is complete.

How do I get the best from PDF documents?

Using the Adobe Reader toolbar icons, you will be able to zoom in to enlarge small text and images. You can drag the page around to examine different parts of it. You can also click the print icon to send the document to your network printer. Most PDFs are optimized for printing, which means that you can very easily transfer them from the KPMG website to paper to be read at your leisure. Furthermore, by using the save icon, you can save the document on your computer to be read or printed at your leisure, so you don't have to revisit the web page where you found the original link.

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