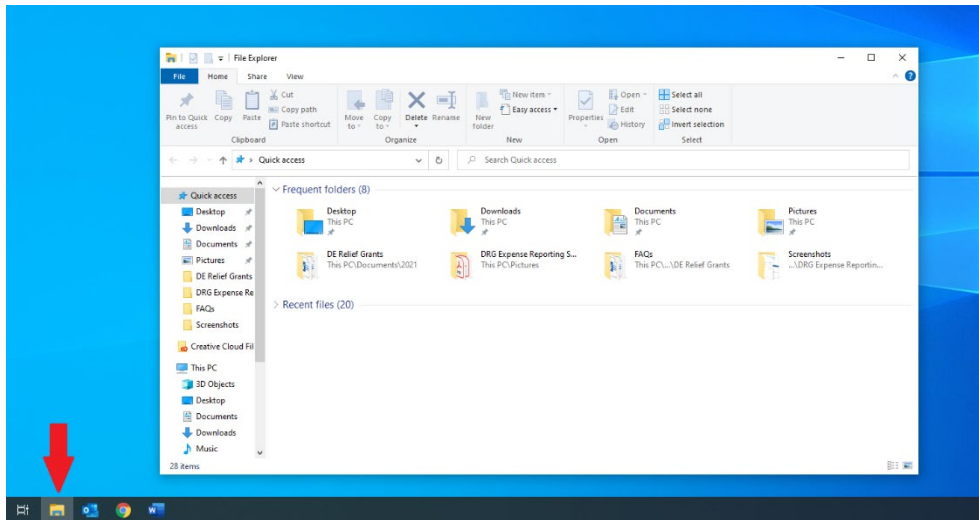# DE Relief Grants Expense Reporting - How to Rename a File
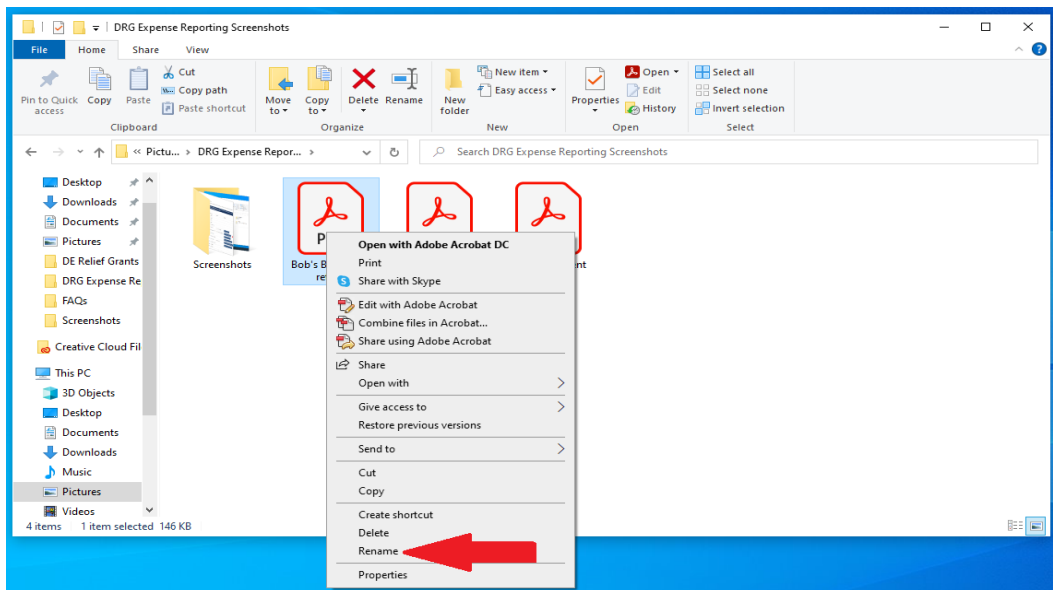
Step 1

Open File Explorer (folder icon on a PC) or the Finder app (on a Mac) to locate the file(s) that needs to be renamed.
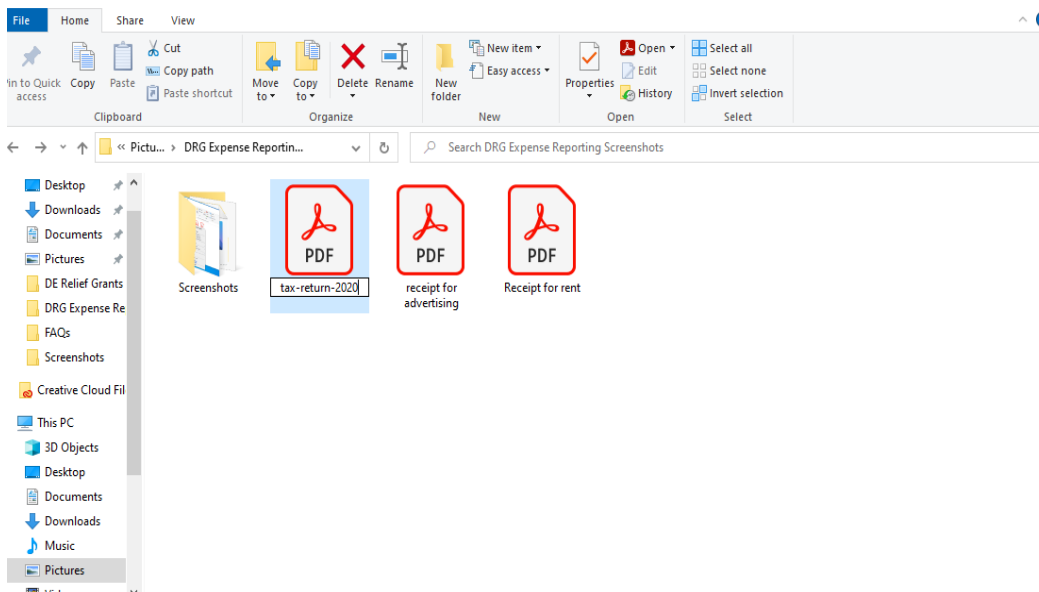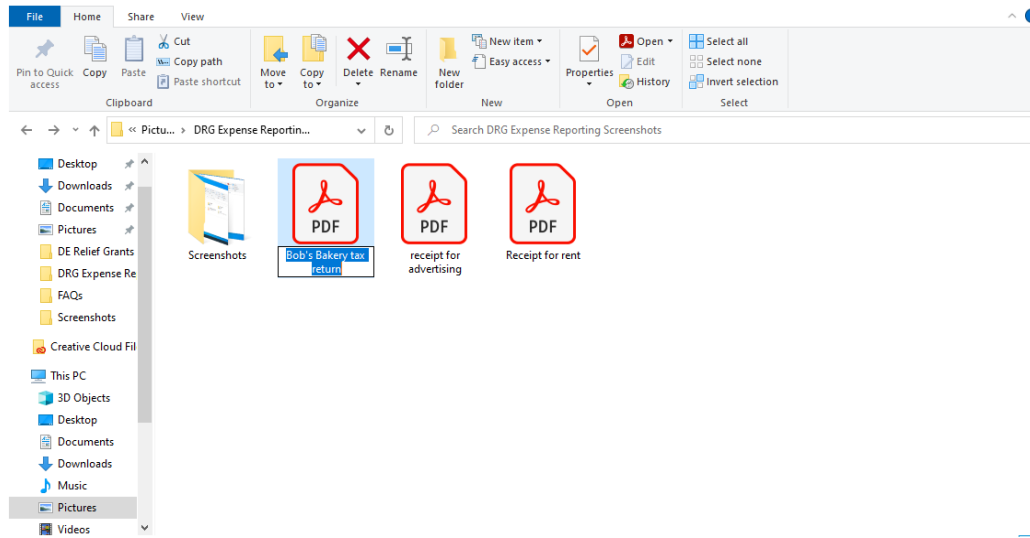

Step 2

Once you have located the file that needs to be renamed, click once to select it. There are two ways to change the file name:

Option 1: Right click on the file and select "Rename" in the drop-down menu.

Option 2: Click on the text of the file name (in this case the text is Bob's Bakery tax return), and type the new filename.

Continue steps 1-2 for the remaining files until all file names match the expense filenames in the DE Relief Grants portal.