

Before uploading DNA data you need to create an account or log into our site. This document explains how to:

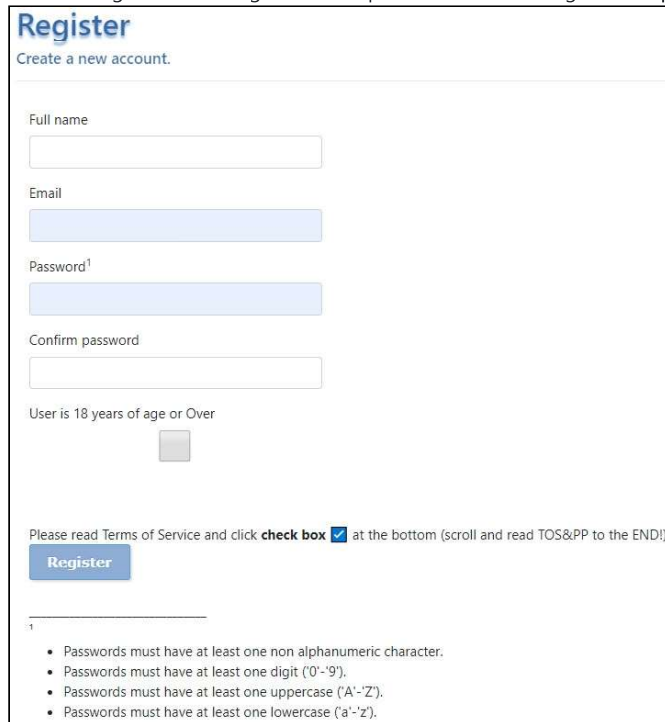
[Create a free account](#)

[Log in](#)

[Download Results from DNA Company website](#)

[Upload your DNA kit data](#)

1. If this is your first time on our website you will need to create a free account.
2. Click on Register on the right of the top menu. The following screen appears.



3. Read through the Terms of Service and Privacy Policy on the right. You must scroll all the way to the bottom. There is a box located there that must be checked.
4. Enter your:
  1. Full name
  2. Email address
  3. Create a password; Passwords requirements are at the bottom of the page
5. Click the box indicating you are 18 years of age or Over.
6. Make sure you have clicked the check box at the bottom as indicated
7. Click the **Register** button. If this button is not active ("bright"), then you have not answered all the questions. Please review the screen above to ensure all the boxes are filled in.

If you have created an account

1. Click Login (top right hand corner of the screen).
2. Enter your email and password.
3. Click the "Remember me?" box if you don't want to have to type in your email and password each time you come to the site.
4. Click Log in. You are now on the main screen. The menu at the top now has two more options: Kits and Tools.

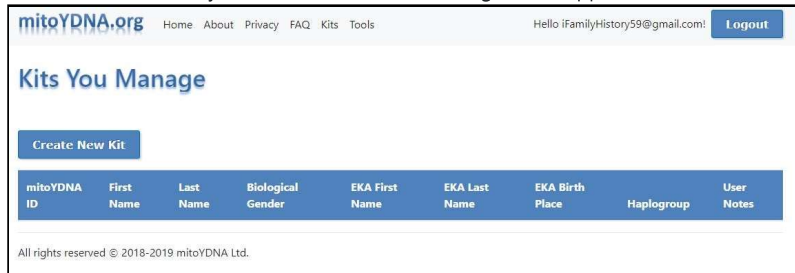
To be able to upload your results to our website, you first need to download your results file from the company you bought the DNA kit from.

If you are not sure how to download your results:

1. Click FAQ/help to go to the FAQ/Help page.
2. In the Data Processed section is a Company – Help File table.
3. Click on the company from which you took your DNA test.

4. This link will take you to a page with the instruction to download your results for that company.

1. Go to our website [www.mitoYDNA.org](http://www.mitoYDNA.org).
2. Click on **Kits**. When you click on Kits, the following screen appears.



No kits have been uploaded for this user.

3. Click on **Create New Kit**. The following screen appears:

There are four sections to this page.

- o [Kit Classification](#)
- o [Kit Information](#)
- o [EKA section](#)
- o [Haplogroup](#)

Fill in the information requested in the Kit Classification section:

1. Click on the drop down box for **kitType** as shown above.
2. Select the status of the Kit being entered.
3. Click the box for the permission/security you wish for this kit as it pertains to:
  - Law Enforcement - Allow kit to be matched with kits identified as Law Enforcement
  - Medical - Allow kit to be used for Medical Research (future)
  - Research - Allow kit to be used for Academic Research (future)

Fill in the information requested in the Kit Information section by following the numbers shown below.

Kit Information			
Test Company	Test Type	Date Taken	Testing Company ID (optional)
1 Ancestry ▾	3 mtDNA ▾	4 --- dd, yyyy	5
First Name	Last Name		
6			
Age Verified	Biological Gender	Alias	
7 <input type="checkbox"/>	8 Female ▾	9	

1. Select the DNA Company for this kit that you have downloaded.
2. If you do not know how to download the data from that company, click the Instructions button in the top right. This will take you to another page with the instructions to download.
3. Once the kit is downloaded, select the drop down box for Test Type to select the type of DNA test. mtDNA or Y-DNA
4. Type in the date the DNA test was Date Taken.
5. Type in the Company's test ID (optional).
6. Type in your First Name and Last Name in the labeled boxes.
7. Click in the Age Verified box to indicate that you are 18 years of age or older.
8. Click on the Drop Down box to select Biological Gender.
9. In the Alias box, optionally type in the name you would like to be identified as on this site.

Fill in the EKA section as illustrated below

EKA	
The Earliest known ancestor on the direct matrilineal line (mtDNA) or direct patrilineal line (Y-DNA test)	
EKA First Name	EKA Last Name
1 Johannes	2 Kruger
EKA Birth Date	EKA Birth Place
3 --- dd, yyyy	Netherlands
EKA Death Date	EKA Death Place
4 --- dd, yyyy	Netherlands
URL to EKA Tree	
5	

1. Look on your pedigree chart. Follow your patrilineal line to see the name of your earliest male ancestor you have on the chart. Patrilineal line is your Father to his Father to their Father back as far as you have researched. You will use that person to answer as many of the following questions as you can. Leave blank what you do not know.
2. Type in your Earliest Known Ancestor's First Name. Type in the Last Name of this person.
3. Type in this persons Birth Date and Birth Place. You can use the drop-down date picker to help with the dates.
4. Type in this person Death Date and Death Place.
5. If your Tree is online, type in the URL to EKA Tree for your tree. URL is the web address to the website. You can copy the URL. Open your tree in a web browser.
  1. Click in the address bar at the top of the screen. This will highlight the address.
  2. Right Click on the address or press CTRL/C to copy the address.
  3. Come back to this page.
  4. Click inside the URL box.
  5. Right Click in the box.
  6. Select paste.

Enter your Haplogroup. Haplogroup is reported by your test company. Use the format 'X-zzz' where X is your major Haplogroup and zzz is your subclade or terminal SNP (e.g., 'R-M512' or 'R-BY31431'). Haplogroups classify people into DNA groups. This data is for information ONLY and is not used in comparisons.

1. Enter the Haplogroup. Your Haplogroup is listed on your testing company information about your test.
2. Type in any **Additional Information** for notes about this kit
3. Click **Choose File**. Find your file on your hard drive.
  - Click on **Open**.
  - The file name chosen is now listed in the blue button.
4. Click on **Create**. The following screen appears listing the kit you just uploaded. If you upload more kits, they will all appear

here.

mitoYDNA ID	First Name	Last Name	Biological Gender	EKA First Name	EKA Last Name	EKA Birth Place	Haplogroup	User Notes
T10885		Kruger	Male		Kruger	Netherlands	I-	Edit   YDNA   Delete

Note: the first name, EKA first name and birth place and Haplogroup information have been hidden for privacy of this example.

1. Click on YDNA (or mtDNA - depending on the type of kit) on the right hand side of the kit listed, to view the details of the kit. The following example (for a Y-DNA kit) shows the first/last name, Haplogroup, mitoYDNA ID and number of STR markers on the

header. Next are listed the allele values for each marker tested.

**YKit**

First Name: [ ] Last Name: Kruger Haplogroup: I-M170 mitoYDNA ID: [ ] Num. of Markers: 37

DYS383 14	CDY 32-35	DYS375 18	DYS376 17	DYS382 13	DYS384 13	YCAII 19-21	Y-GADL-119 11	DYS448 10	DYS449 11-13-15-16	DYS447 20
DYS448 20	DYS447 15	DYS447 24	DYS454 11	DYS455 11	DYS459 8-8	DYS458 19	DYS389 29	DYS392 15	DYS390 13	DYS439 11
DYS388 13	DYS438 11	DYS381 12-13	DYS385 10	DYS391 15	DYS390 24	DYS442 11	DYS438 20			

**Close**

Haplogroup: I-M170  
 Tester Name: Kruger  
 Test Company: [ ] Testing Company ID (optional): [ ]  
 Contact Name: [Email](#)

**EKA (Earliest Known Ancestor)**  
The Earliest Known Ancestor on the direct paternal line (Y-DNA test)

EKA First Name: [ ] EKA Last Name: Kruger  
 EKA Birth Date: [ ] EKA Birth Place: [ ]  
 EKA Death Date: [ ] EKA Death Place: [ ]  
 URL to EKA Tree: [ ]  
 User Notes: [ ]

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2. When you are done reading, click the **Close** button to return to previous screen.