**Document Uploader**

**Guide**

**Website Version:**

* Log on to SFCU website and proceed to Login Area.

Graphical user interface, text

Description automatically generated

* Log in with member details to the main Members Area

Graphical user interface, text, application

Description automatically generated

* Launch the online banking section
  + Launch either with the blue “online banking” button on the left of the pink “launch now” button in the centre

Graphical user interface, text, website

Description automatically generated

* Once logged into the online banking area the member can then select the blue “Document Upload” button.

A screenshot of a cell phone

Description automatically generated

* Member can now select the file they would like to upload and the document type related to this file
  + i.e. – file is a wage slip and document type is Proof of Income

Graphical user interface, application

Description automatically generated

**App Version:**

* Log on to the SFCU mobile banking app

Graphical user interface, text, application, email

Description automatically generated

* Select the “Upload Document” button

Diagram

Description automatically generated

* Member can then select one of the following options:
  + Take a photo
  + Select a Photo
  + Select a file

A picture containing graphical user interface

Description automatically generated

* Once they select the picture, they then need to allocate a “Document Type” from the dropdown menu.
* Once they have selected the picture and document type they press the send button to upload the file.

Timeline

Description automatically generated A picture containing timeline

Description automatically generated

* Member will get the following screen if file is uploaded correctly

A picture containing graphical user interface

Description automatically generated

* The documents are now uploaded and will be reviewed by a member of staff.