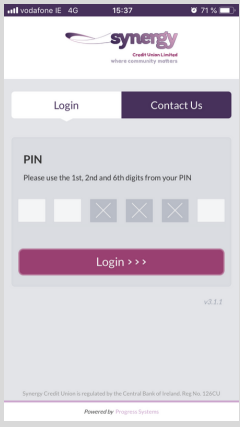


# A guide to uploading your documentation



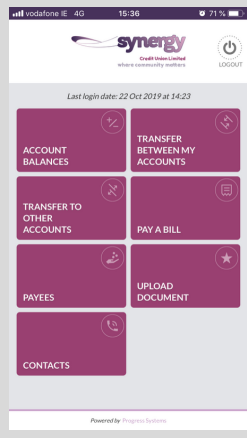
Uploading loan documents or up-dating your ID or address safely and remotely

## Step 1 Log in



You will need to log into your account with your 6 Digit PIN

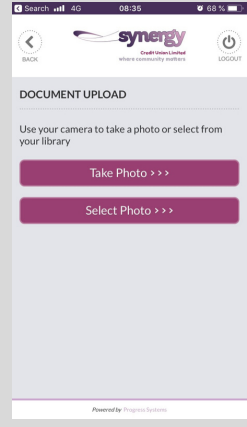
## Step 2



Press the upload documentation option

## Step 3

Choose document to upload



Take a photo of the document you want to upload with your phone or select a previously saved photo .

## Step 4

Select document type



(Example only)

If happy press send. You receive a notification that your photo has been sent successfully. Synergy Credit Union will review your documentation and confirm all is in order.

**Important - Remember to logout.**

## Tips to uploading your documents

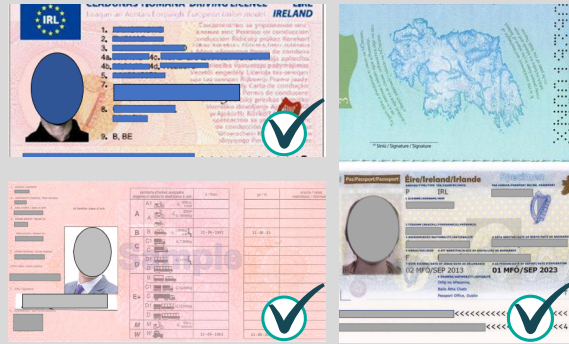
### Check list

- Check the document is clear and not blurry
- Ensure the document is a full page and not a partial page (all 4 corners can be seen)
- Ensure the name and address matches the application details
- Check that any bank statements are dated within the past 6 months
- Check all documents are provided in colour

# Proof of identification

(One of the following)

- Passport - please ensure that when you take a photograph of your passport, page three and four are both clearly visible.
- Driving license - If you have either the old license or new card format, please ensure that the photo you take of the license clearly shows your name, photo and expiry date.
- You will need to provide us with proof of your PPS number on any official document. This will be deleted subsequently.

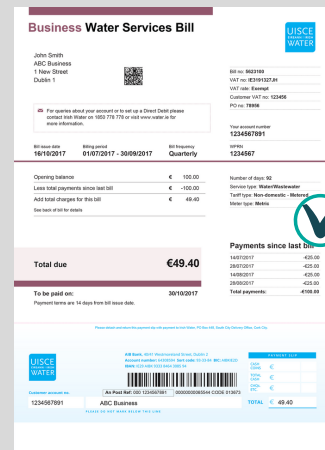


# Proof of Address

(One of the following)

- Utility Bill or Bank statement  
(Dated within the last 6 months)
- Correspondence from the government or from Local Authority (Dated within the last 6 months)

Dated within the last 6 months



Tip: When taking a photo of the proof of your address, ensure full page is clearly visible and not blurry so that we can verify your address

If uploading documentation for a Loan Application

# Proof of income

- 3 Months of your **Personal Bank Statements**
- 3 recent payslips (can use PDF or Photo)

**A Major Bank** City Br, City Centre E, Private Box, City 123

30 April 2018  
**AMB Business Account**  
 Account name: The Rose and Flower  
 Account Number: 12345-678-910-0  
 Statement Date: 30 April 2018  
 Statement Number: 1

DATE	DEBIT (€)	CREDIT (€)	OPENING BALANCE
1 Apr	DC	From 12345-678-910-0	500.00
1 Apr	BT	AMB ****0000	1,500.00
1 Apr	BT	Loan Drawdown	125.00
1 Apr	BT	Ch 0001	800.00
2 Apr	BT	To 94321-007-004-0	110.00
2 Apr	BT	To 54321-012-001-0	150.00
3 Apr	BT	To 78943-210-123-5	500.00
8 Apr	BT	Ch 0003	200.00
8 Apr	ATM	AMB ATM	200.00
8 Apr	DE	The City Express	100.00
8 Apr	POS	BT ****0024	100.00
10 Apr	DD	Acc'd Overdraw Fee	0.00
21 Apr	Dep	Deposit	900.00
21 Apr	Dep	Deposit	900.00
21 Apr	Dep	Deposit	1,100.00
25 Apr	BT	Dep 10001 Correction	50.00
25 Apr	DE	A Chapman	250.00
25 Apr	Dep	Deposit	325.00
27 Apr	Dep	Deposit	200.00
28 Apr	POS	All Wellas St ****0024	88.00
28 Apr	Dep	Deposit	201.00
28 Apr	POS	FinchCove	1,200.00
28 Apr	Dep	Deposit	685.00
30 Apr	POS	ActiveOnline ****0024	200.00
30 Apr	Dep	Deposit	110.00
30 Apr	Fee	Charges	35.00
30 Apr	BT	AMB Loans 09521	110.00
30 Apr	Fee	Account Maintenance	3.00

Need any help ? Freephone us on 1800 272927