



# Uploading And Deleting Documents

Last updated: 20 January 2023



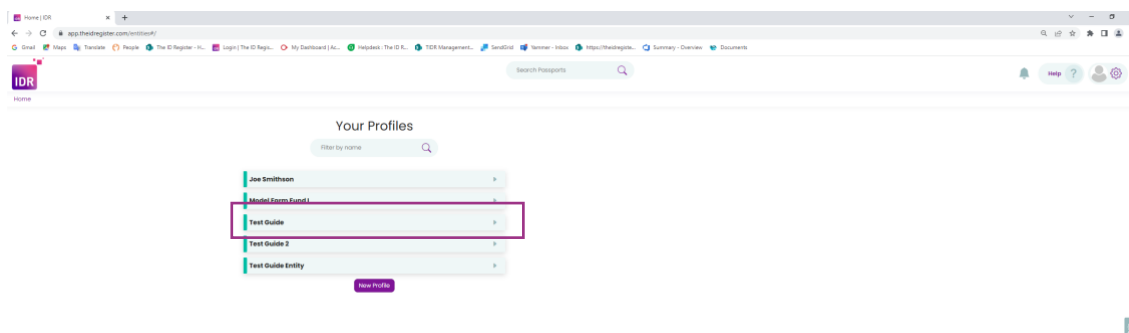
# Uploading and Deleting Documents from the IDR

The first thing you need to know is once you have uploaded a document it is automatically saved, there is no save button that you need to press. When you are uploading Mandatory evidence, make sure that they are clean copies, which means copies that have not been previously wet ink certified. If they have been previously wet ink certified, when you send them for digital certification, they will need to be sent to that same person that wet inked them.

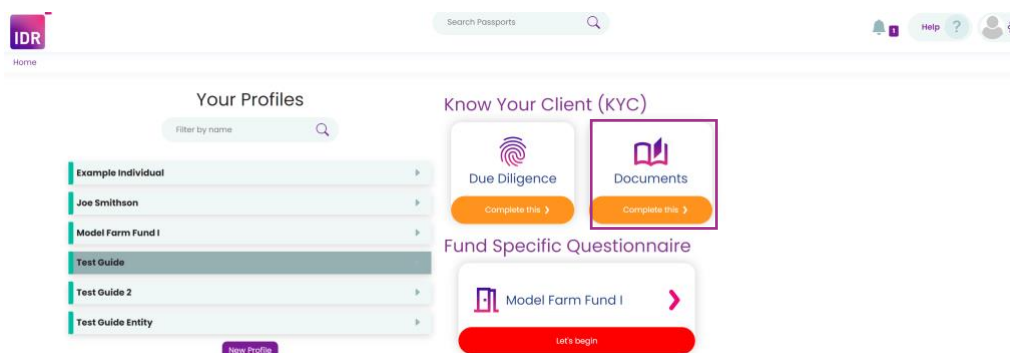
When uploading documents please ensure that they are not password protected or require any special permission, if this is the case you will need to print it to pdf before you upload otherwise you will receive an error.

## Uploading Documents

- To get to the documents section click on the profile for which you need to upload documents:

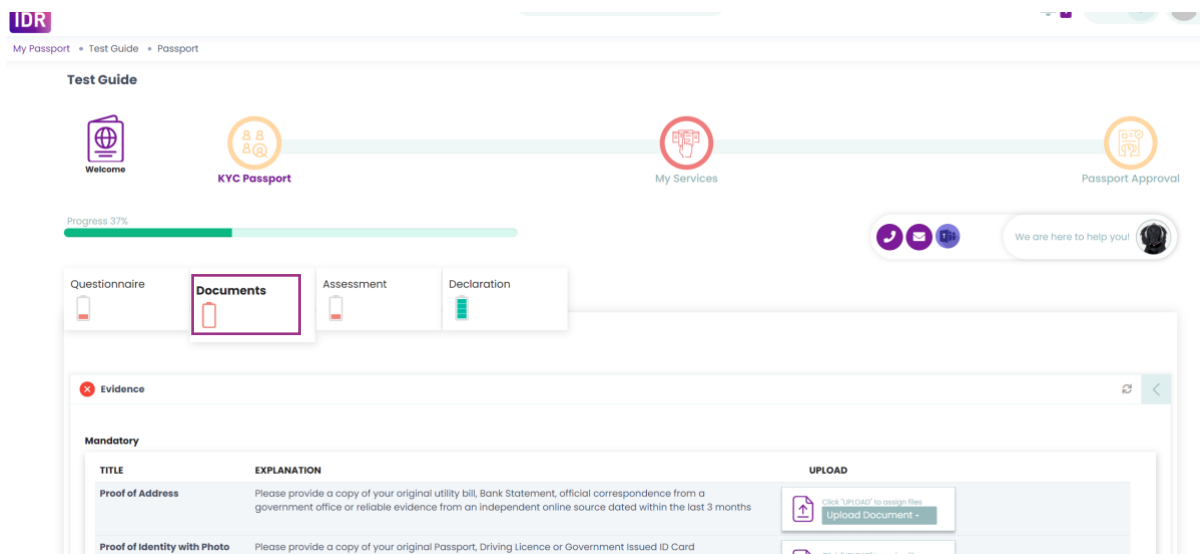


- Next you need to click on the **Documents** button:

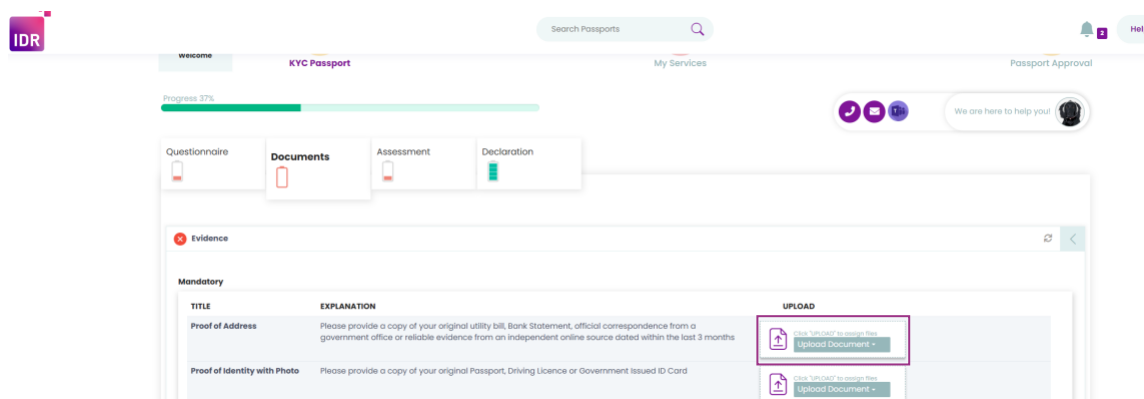




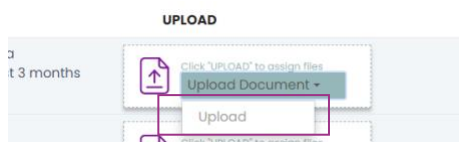
- It will take you directly to the **Documents** tab of the selected profile:



- Select the **Upload Document** button for the section that you want to upload the document to:

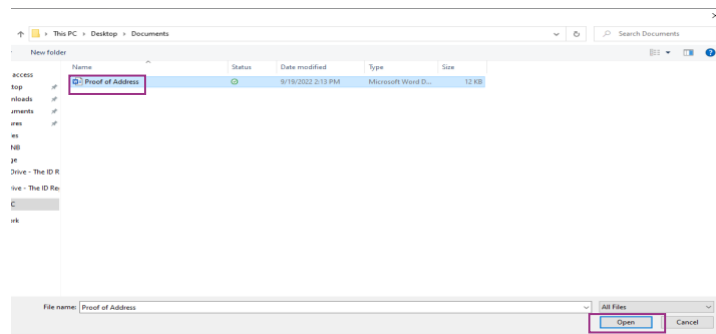


- Click **Upload**:






- Select the document from the pop up and then select **Open**:



- Once the document has been uploaded it takes a bit of time to finalise, please note that you will only be able to select the document for certification once the finalisation has completed. *Please consult our Digital Certification guide for details on how to digitally certify documents.*

Mandatory		
TITLE	EXPLANATION	UPLOAD
Proof of Address	Please provide a copy of your original utility bill, Bank Statement, official correspondence from a government office or reliable evidence from an independent online source dated within the last 3 months	 Click "UPLOAD" to assign files Upload Document -
<input type="checkbox"/>	Proof of Address.docx.pdf	Requires certification Expires: <input type="text"/>



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