ApplyOnline® Supporting Documents service

Overview

Progress bar shows the completion status of the checklist.

Toggle between compact, standard and detailed views.

Request an exception or defer this condition (where permitted).

Drag and drop to upload or browse for files on your device or a folder.

Attached documents must be verified before the checklist can be submitted.

Document required to satisfy condition.

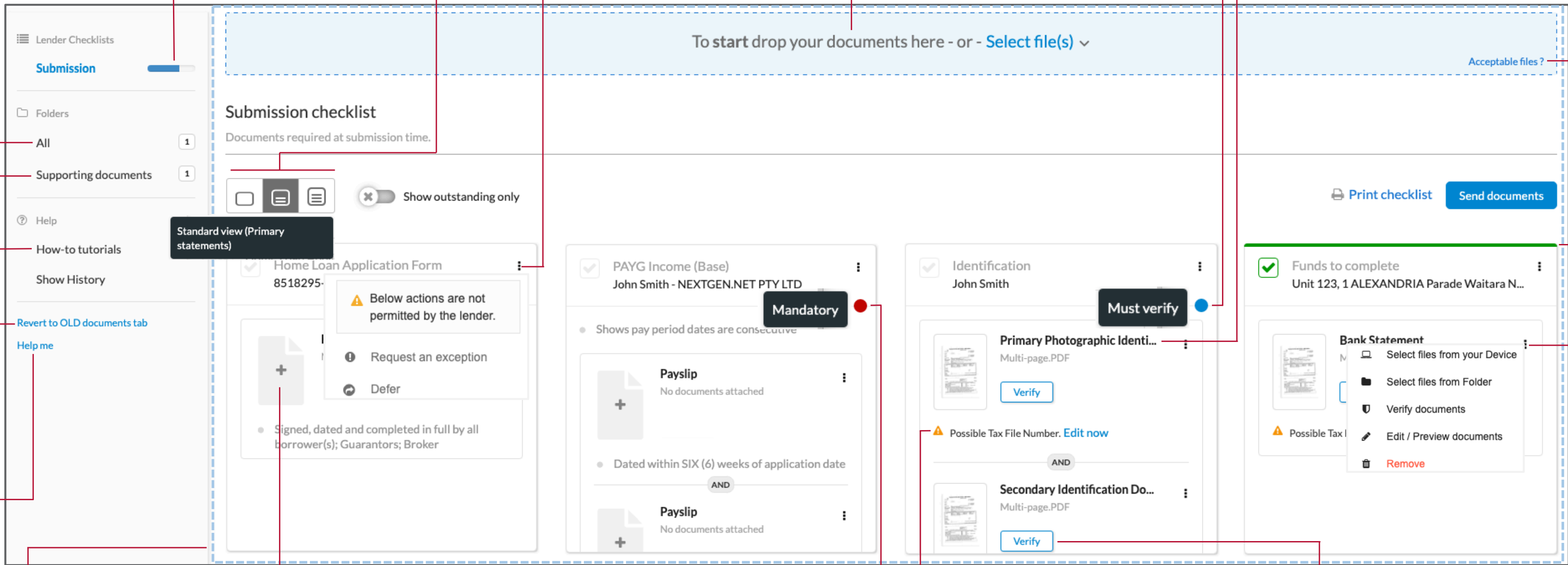
Displays all documents attached to the application.

Displays all files uploaded

Links to step-by-step training videos.

Switch back to previous *Supporting Documents* version.

Take a guided tour of the new *Supporting Documents.*



Displays accepted file types.

Condition turns green and tick is displayed when its requirements have been met.

Actions available for this document condition.

To attach one bulk document to all conditions, drag and drop files directly into the whole page drop zone.

Upload individual documents to this condition only.

Document/s must be attached before the checklist can be submitted.

Warning that the document may have a TFN - select 'Edit now' to redact the TFN.

Verify button will become available once document/s have been uploaded. Click to verify and satisfy condition.

Attaching to condition

Indicates the individual documents required to satisfy this condition.

Expand to show lender-specific document requirements.

Hover over to display detail on mandatory and verification requirements.

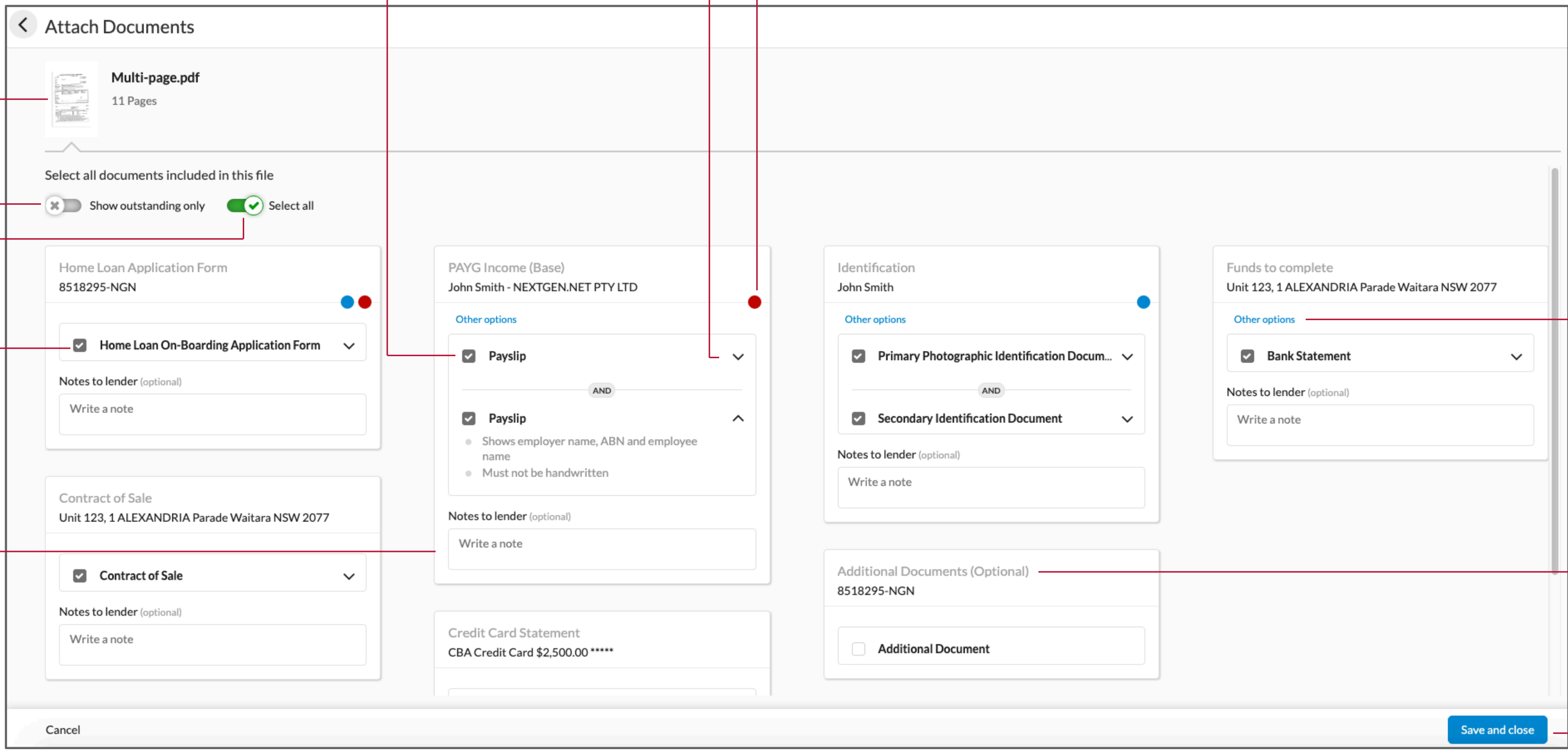
Files 'dropped' or uploaded will display as thumbnails one at a time.

Toggle to display only the outstanding.

Toggle to attach this file to all conditions.

Use the checkboxes to nominate the document/s contained in the file.

Comments to the lender can be made here.



Displays other documents that can be used to satisfy this condition.

Upload any other documents that may not correlate to a checklist condition.

Save changes and return to the main screen.

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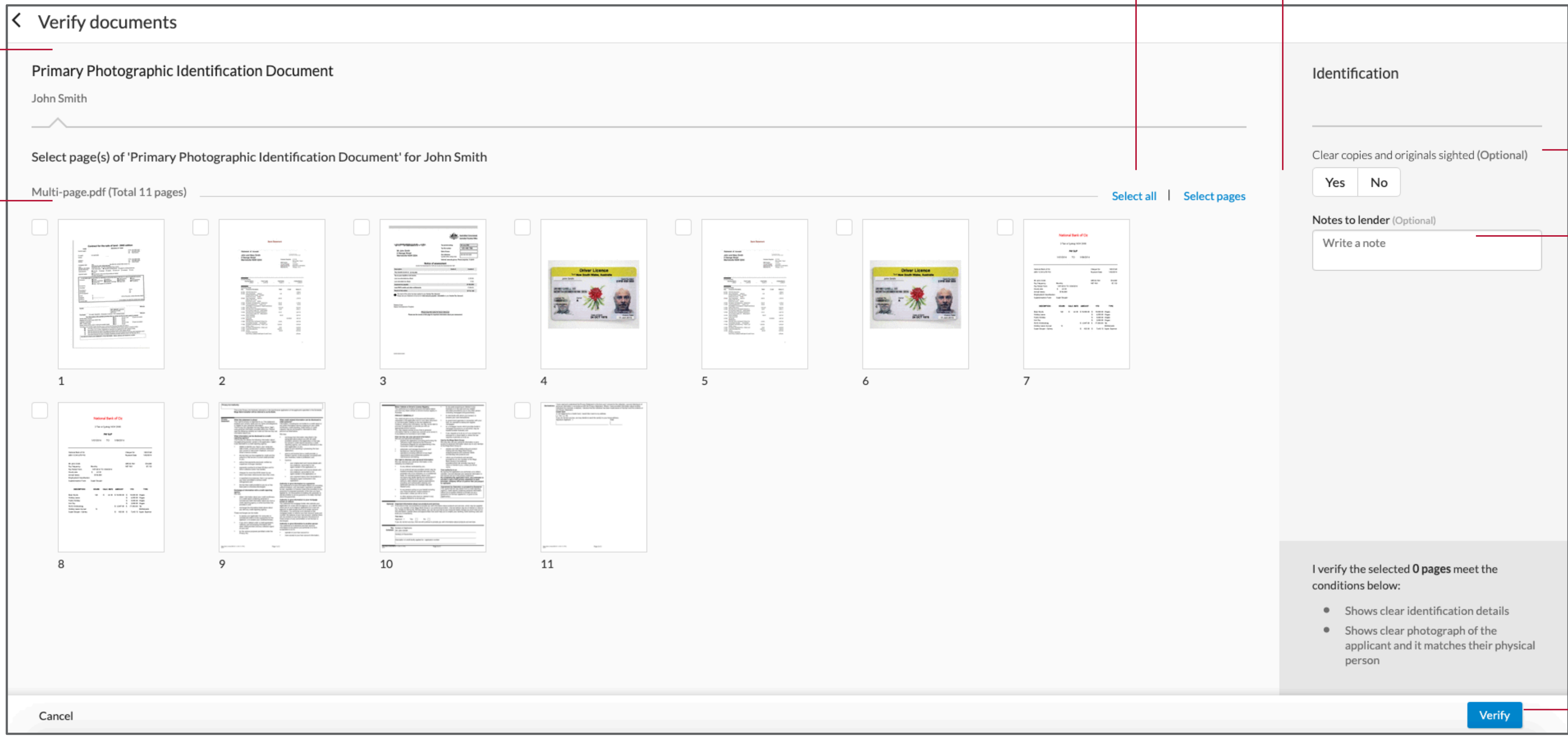
Verify Documents

Select all documents within the multipage PDF file to verify.

Select all to select page range.

The condition that requires verification.

Use the checkbox/es to nominate the document/s that are being verified to satisfy this condition.



Lender-specific verification questions are displayed here.

Comments to the lender can be made here.

Click to verify and complete this condition.