MFCU Online Tutorials



DESKTOP TUTORIAL

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the next generation credit union

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How to Upload Files

REMEMBER You must have the files saved to your phone before uploading to the MFCU app.

- 1. Login to your MFCU account on <u>www.mfcu.ie</u>
- 2. In the menu icon on the left of your screen, click 'Documents'
- **3.** Under 'Upload Document', click 'Choose File' and upload a file from your computer
 - you must have these documents saved on your computer to upload
- **4.** Under 'Document Type', choose the type of document you are uploading
 - payslip, proof of address, identification etc
- 5. Click 'Upload'
- 6. Wait for document to load. You will receive a 'Success' message when the document has been uploaded correctly.

Proof of Address: utility bill or bank statement dated within the last 6 months **ID:** passport or driver's license

- we cannot accept public service cards

***Note:** Once you've uploaded your files, it may take 24 hours for your account be updated