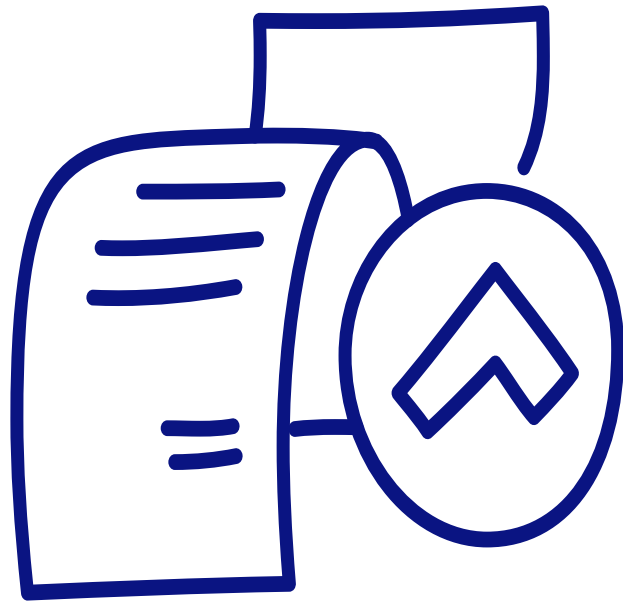


*MFCU Online Tutorials*

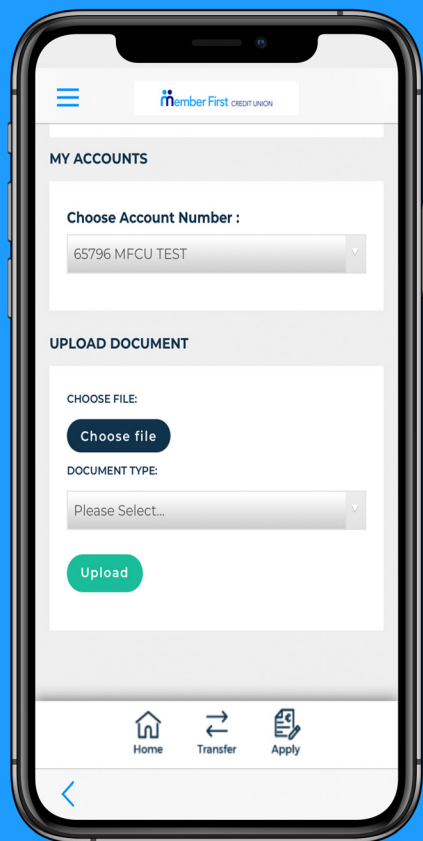


**MOBILE TUTORIAL**

**HOW TO  
UPDATE ID  
AND  
PROOF OF  
ADDRESS.**

# 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 app
2. Click on the menu icon in the top left corner
3. Under 'Documents', click 'Doc Upload'
4. In the 'Upload Document' section, click 'Choose file' and upload a file from your phone library
  - you must have these documents saved on your phone to upload
5. Under 'Document Type', choose the type of document you are uploading
  - payslip, proof of address, identification etc
6. Click 'Upload'
7. 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