



# HOW TO UPDATE ID AND PROOF OF ADDRESS ONLINE



**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



**REMEMBER**  
You must have files saved to your computer before uploading to MFCU website.



1  
Login to your MFCU account on our website

Click on the menu icon on the left hand side



2  
Under 'Documents' click 'Doc Upload'



3  
Under 'Documents' section, click 'Choose file' and upload a file from your computer library



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

