

SEND REQUESTED DOCUMENTS

1

The screenshot shows the top navigation bar with 'Accounts', 'Payments', 'Products', and 'Settings'. The 'Inbox' icon, which has a notification badge, is highlighted with a red box. Below the navigation bar, the 'Accounts' section is visible, showing a dropdown menu for 'Loan Applications' and two account entries: 'FUNERAL BENEFITS' with an available balance of \$1,000.00 and 'WEB LOANS' with an available balance of \$0.00.

Click Inbox

Click your inbox in the top right corner.

2

The screenshot shows a list of messages. The top message is dated '25 APR 2023' with the subject 'Documents Required for your Loan' and category 'Loans'. Below it is a message dated '21 APR 2023' with the subject 'APS Online Alert' and category 'Notification of Loan Status'. At the bottom of the list, the 'View All' button is highlighted with a red box.

Click View All

Click 'view all' to see all your messages.

3

The screenshot shows the 'Secure Messages' interface. There are tabs for 'Inbox', 'Sent Messages', and 'Documents'. Below the tabs, there are buttons for 'New Message' and 'Select / Unselect All'. A table lists messages with columns for 'STATUS', 'SUBJECT', 'CATEGORY', and 'DATE RECEIVED'. The message 'Documents Required for your Loan' is highlighted with a red box.

Click you message

Click the message 'Documents Required for your Loan'.

4

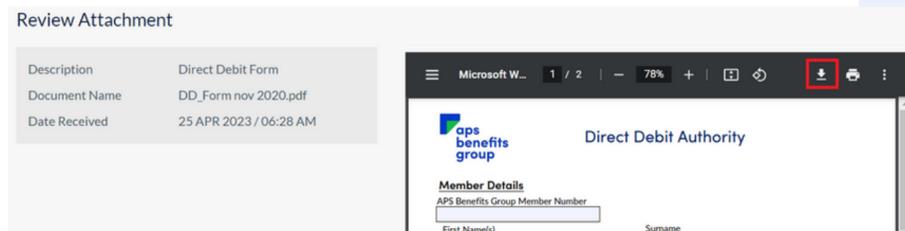
The screenshot shows the details of a message. The header includes 'From: APS Benefits Group', 'Subject: Documents Required for your Loan', 'Category: Loans', and 'Date Received: 25 APR 23 / 06:28 AM'. Under 'Attachments Received', a PDF document titled 'Direct Debit Form DD_Form nov 2020.pdf (155 KB)' is highlighted with a red box. The body of the message starts with 'Dear Mr Bloogs,' and ends with 'In order to fund your loan application you are required to complete the attached direct debit form.'

Read and Click

Read the message then click the attached document.

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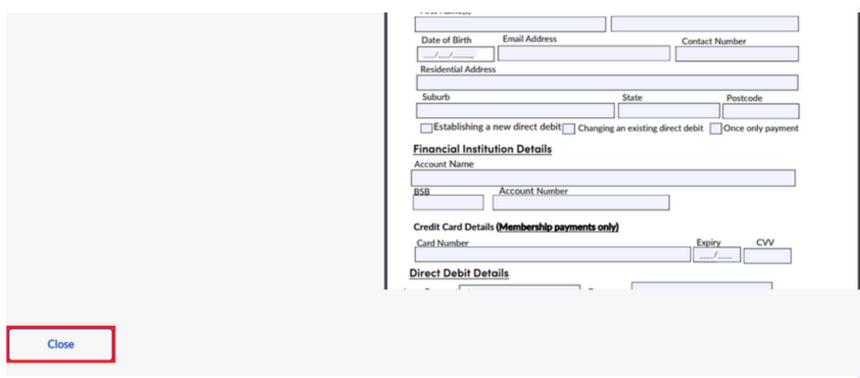
5



Click Download

Download your documents, saving them to your computer.

6



Click Close

Click 'close' and download any additional required documents.

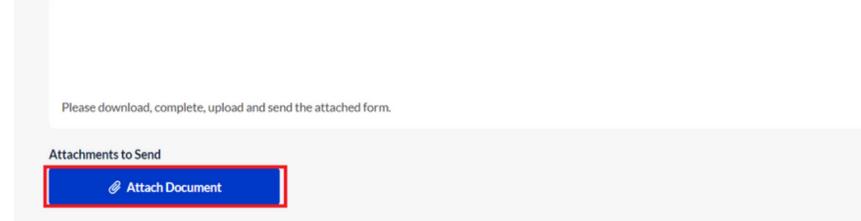
7



Complete and Save

Complete the forms saved to your computer and SAVE them to your computer.

8

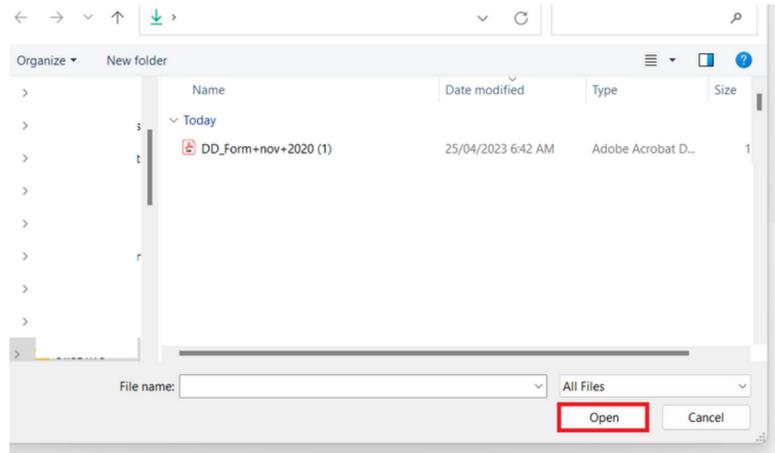


Click Attach Document

Click 'Attach Document' at the bottom of your message.

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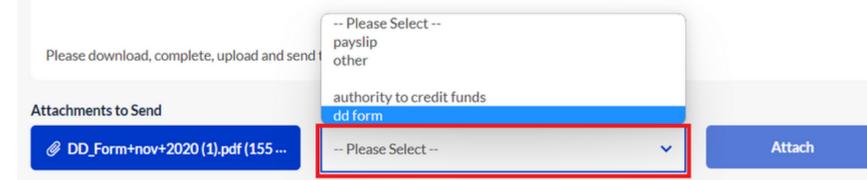
9



Select your document

Select the completed form from your computer.

10



Select Document Type

Select the type of document you are submitting.

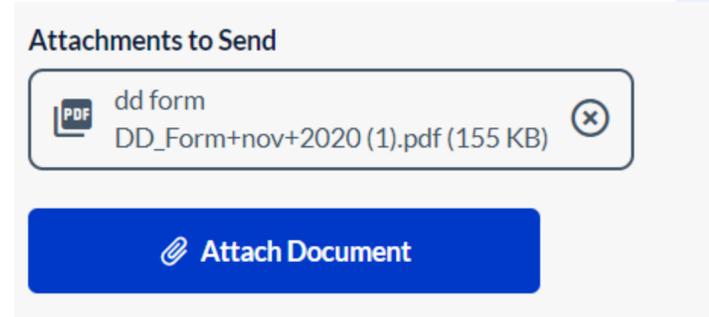
11



Click Attach

Click the 'attach' button.

12



Document is Attached

Your document is Attached. Continue attaching any further required documents.

SEND REQUESTED DOCUMENTS

13

[Send](#) [Delete](#) [Close](#)

From: APS Benefits Group
Subject: Documents Required for your Loan
Category: Loans
Date Received: 25 APR 23 / 06:28 AM

Attachments Received

 Direct Debit Form
DD_Form nov 2020.pdf (155 KB)

Click Send

Click 'send' at the top of your message.

14

Confirmation



Upload Successful.
The documents have been uploaded and received successfully.

[Close](#)

Documents have Sent

Your document have been sent to APS Benefits Group for review.