

SEND REQUESTED DOCUMENTS

1

The screenshot shows the 'Accounts' section of the user interface. At the top right, there are navigation icons for 'Accounts', 'Payments', 'Products', and 'Settings'. To the right of these are an 'Inbox' icon (highlighted with a red box) and a 'Logout' icon. Below the navigation, there is a dropdown menu for 'Loan Applications' and a table with two rows: 'FUNERAL BENEFITS' and 'WEB LOANS', each showing 'Available' and 'Current' amounts.

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 Loans'. The second message is dated '21 APR 2023' with the subject 'APS Online Alert Notification of Loan Status'. At the bottom of the list, there is a 'View All' button with an eye icon, which 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. It has tabs for 'Inbox', 'Sent Messages', and 'Documents'. Below the tabs are buttons for 'New Message' and 'Select / Unselect All'. A table lists messages with columns for 'STATUS', 'SUBJECT', 'CATEGORY', and 'DATE RECEIVED'. One message is highlighted with a red box: 'Documents Required for your Loan' with a subject starting 'Dear Mr Bloogs' and a date of '25 APR 23 / 06:28 AM'.

Click you message

Click the message 'Documents Required for your Loan'.

4

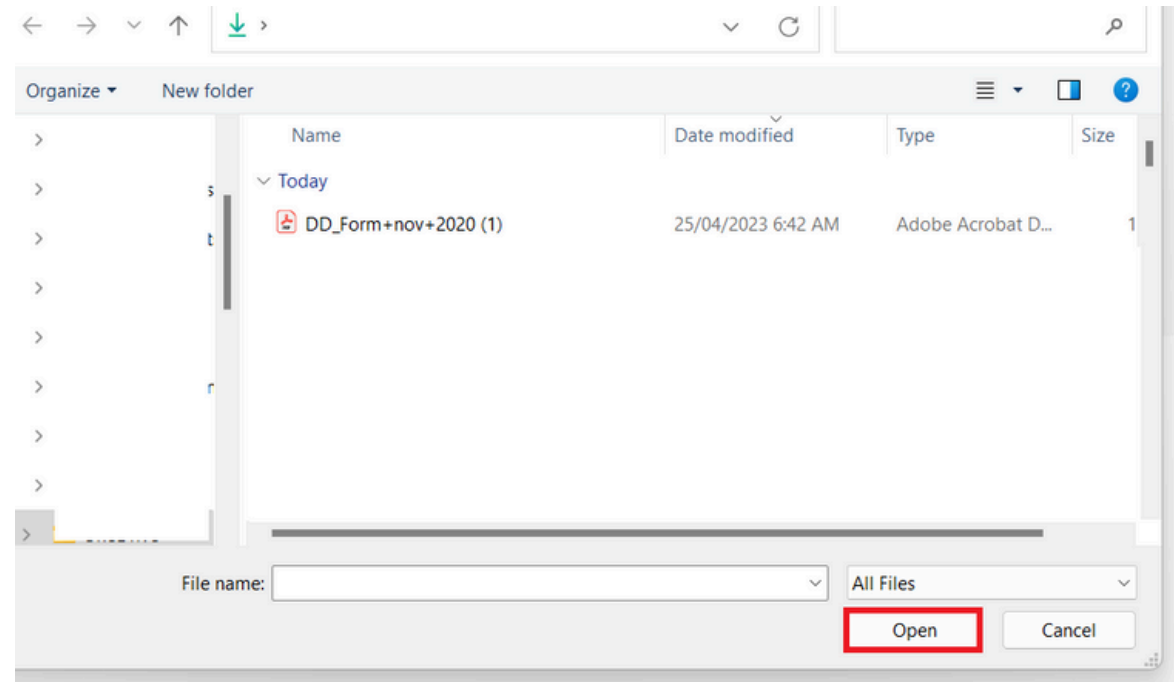
The screenshot shows the content of a message. It includes the text 'Please download, complete, upload and send the attached form.' Below this is a section titled 'Attachments to Send' which contains a blue button labeled 'Attach Document', highlighted with a red box.

Click Attach Document

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

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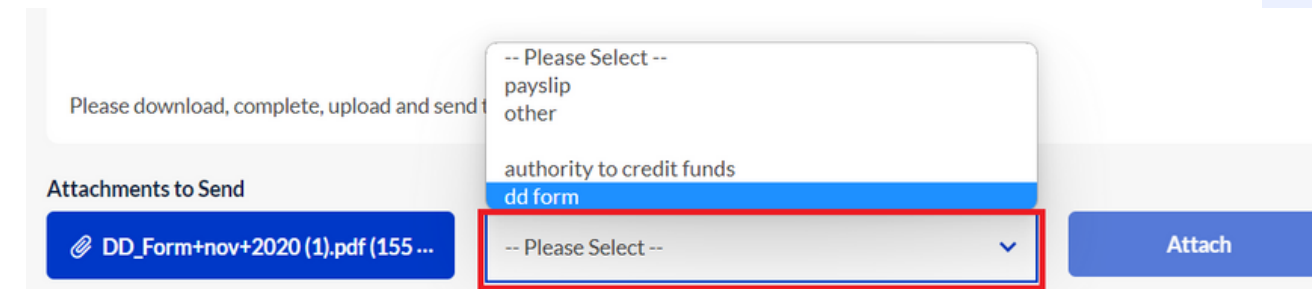
5



Select your document

Select the completed form from your computer.

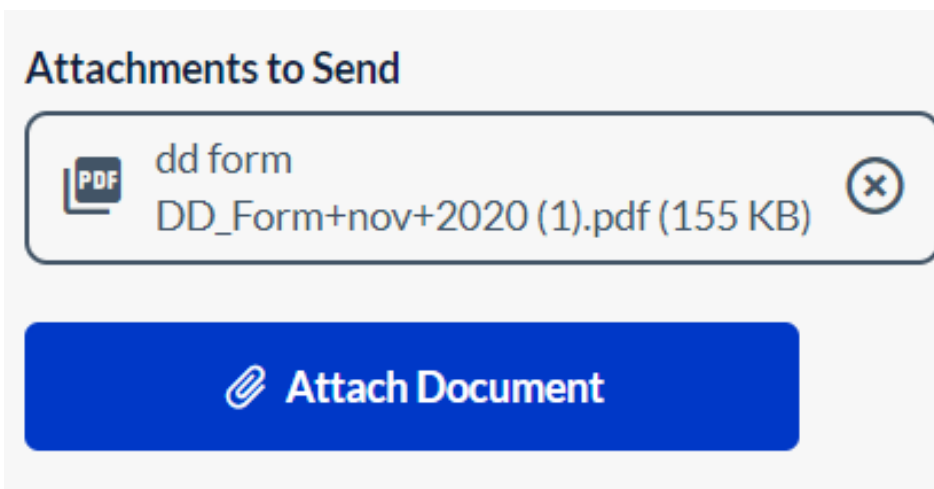
6



Select Document Type

Select the type of document you are submitting.

7

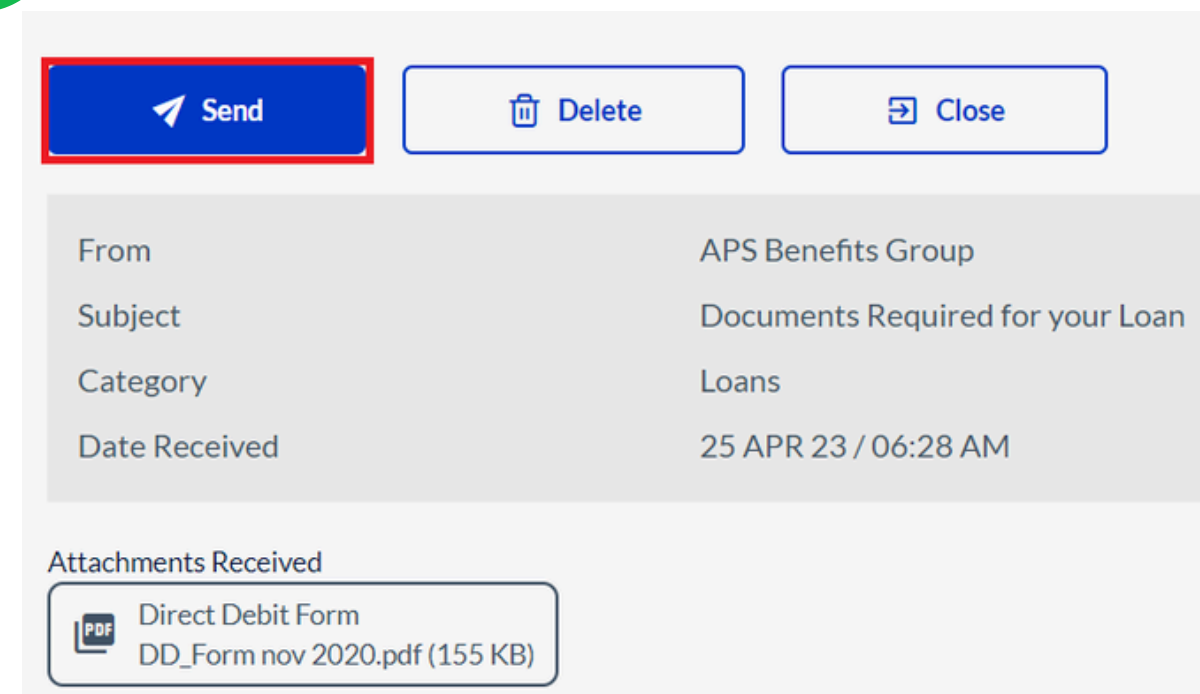


Document is Attached

Your document is Attached.

Continue attaching any further required documents.

8



Click Send

Click 'send' at the top of your message.



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.