

Upload Documents to a Transaction

Modified on: Thu, 26 May, 2022 at 3:24 PM

To upload documents to a transaction:

1. Access the Transactions page by clicking **Transactions** in the menu on the left.
2. Navigate to the Transaction you want to edit, click



and select **Upload Documents**. The Upload Documents for Transaction screen is displayed.

Upload Documents for Transaction

Upload Certificates

Drag & Drop

Choose File

Certificate.pdf

Upload Other Documents

Drag & Drop

Choose File

Constitution.pdf

ACRA.pdf

Attach all Cancel

3. Click **Choose File**. Navigate to the file location, select the file, and click **Open**.
4. Click **Attach all** to complete the process.