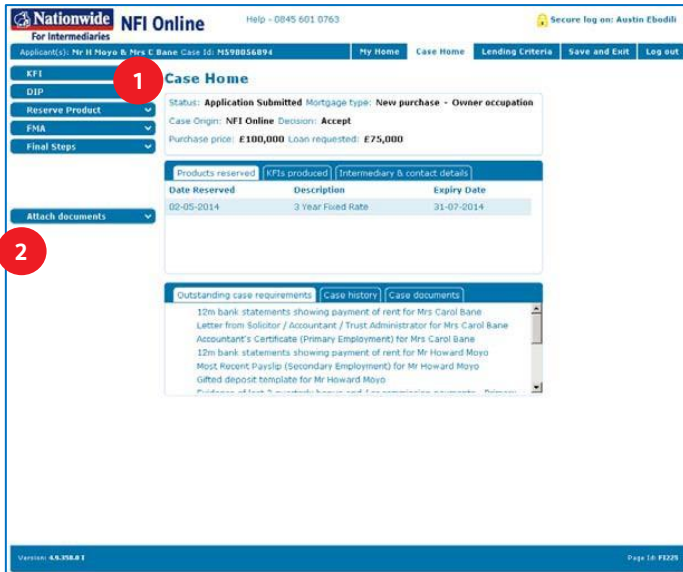


Faxing documents guide



1 If you don't have a scanner, you can still fax proofs to us.

Go to the 'Case Home' page.

2 Click 'Attach documents'. This will open the 'Attach Document to case' screen.



1 On the 'Attach Document to Case' screen, select each 'Case Requirement' you want to send us by ticking the boxes next to each case requirement.

2 Click 'Create Fax cover sheet(s)'.

Example fax cover sheet:

Document Submission Coversheet
When submitting any document
it **MUST** be attached to the correct coversheet
e.g. coversheet, proof, coversheet, proof...

FAX TO: 01604 852808

Case ID:

Applicant(s) - Name:

Date:

+

Document being submitted: For office use