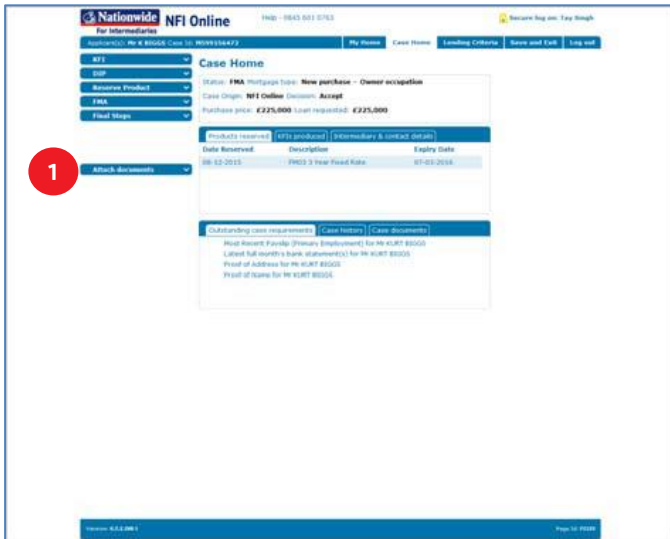


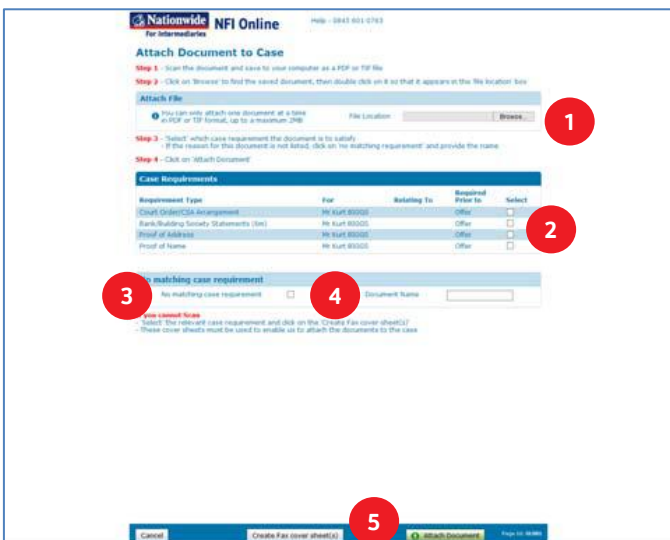
Scan & Attach guide



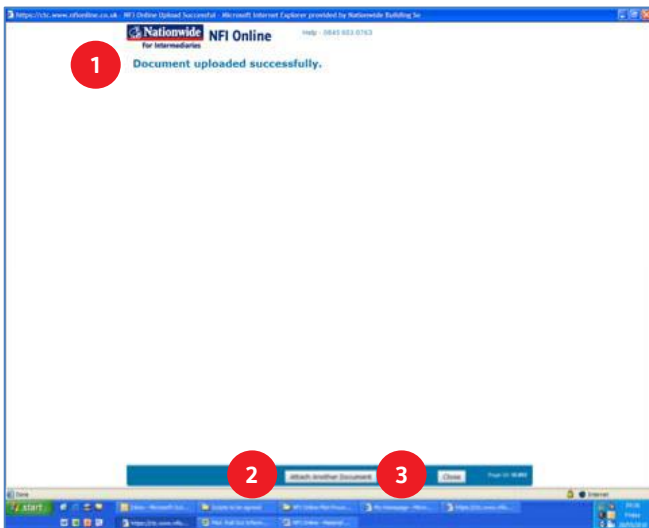
- 1 NFI Online offers the facility for you to attach a scanned document to a case, eliminating paper and saving the time and effort involved with faxing or posting proofs.

Scan your proof and save it to your computer as a PDF or TIF file (this must be under 3MB in size to upload successfully. If your proof is over 3MB in size, please split the document into smaller sections and either submit each part individually or follow the 'Faxing Documents' process).

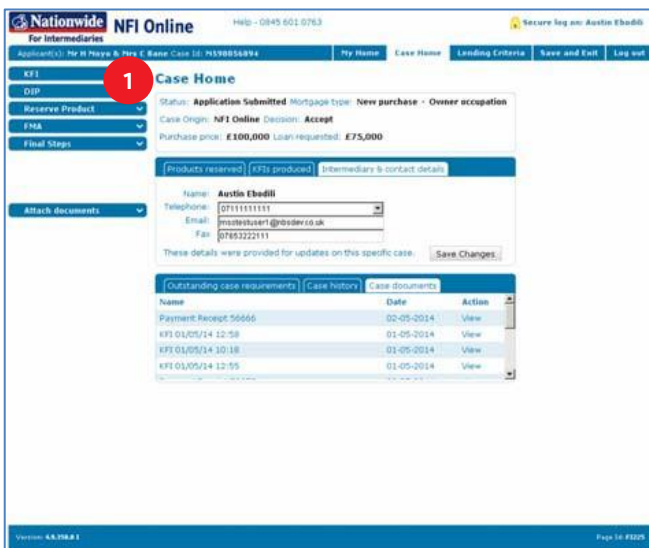
Click 'Attach documents' on the 'Case Home'.



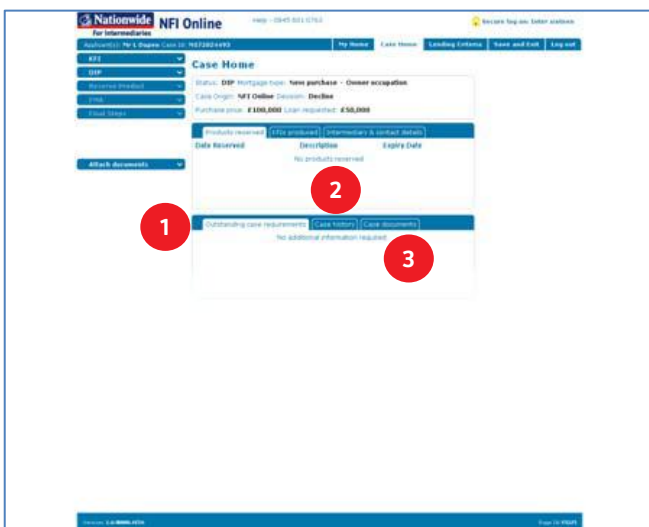
- 1 Click 'Browse' to find the file you wish to attach and double click on it to select. You'll now see the file name in the file location box.
- 2 Select the 'Case requirement' this document is for, by clicking on the appropriate tick box.
- 3 If the document you want to attach is not listed as a case requirement, click in the box against 'No matching case requirement', then enter the details in 'Document Name'.
- 4 'Document Name'.
- 5 Click 'Attach Document' to attach the document to the case.



- 1 Once the document is successfully attached, you'll see the 'Document uploaded successfully' confirmation screen.
- 2 If you need to attach another document, click 'Attach Another Document', or 'Close' if you're finished.
- 3



- 1 To see the status of a document, go to 'Case Home'.



- 1 Click on 'Outstanding case requirements' to see that the case requirements you've already provided documents for have been removed from the list.
- 2 Click on 'Case History', you will see; '<Document Name> received and satisfactory'.
- 3 Click on 'Case Documents' to see the attached document image.