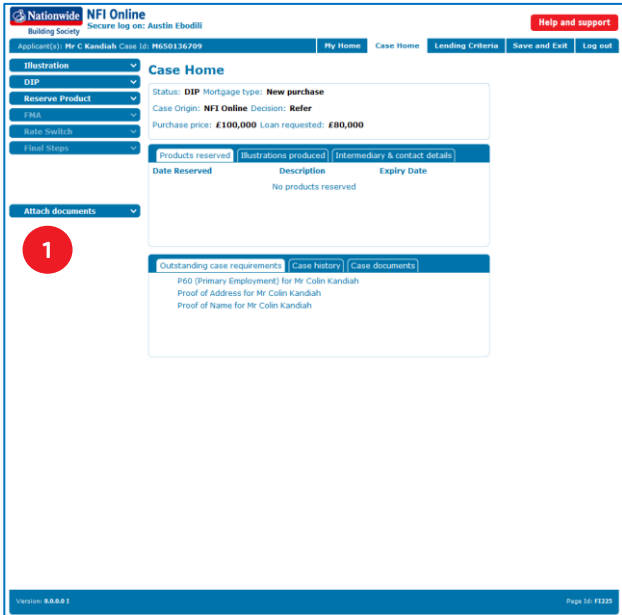


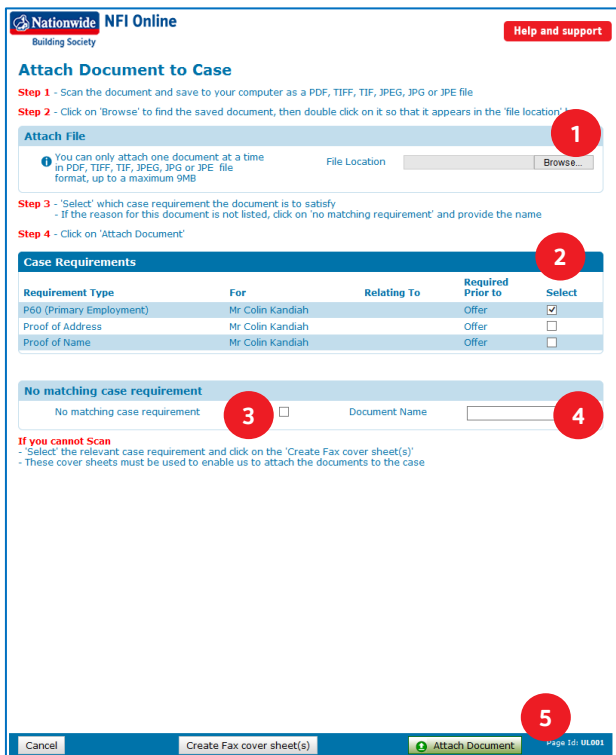
Scan & Attach guide



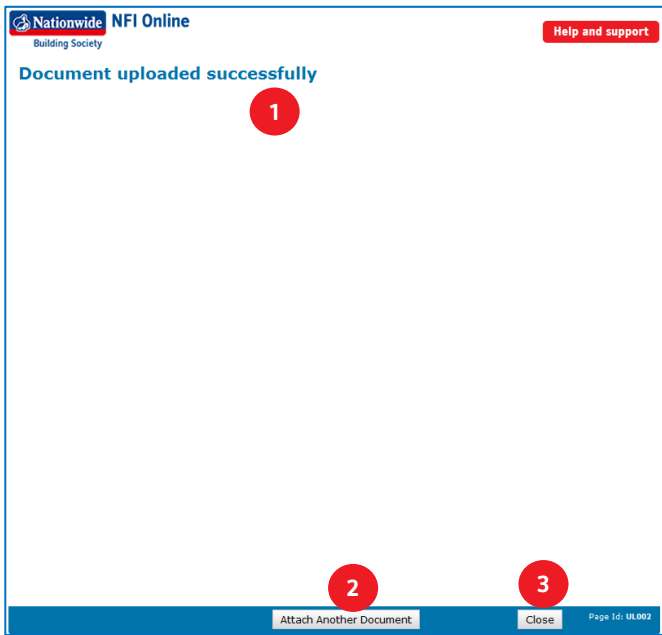
- 1 NFI Online offers the facility for you to attach a scanned document to a case, eliminating paper and saving the time and effort involved with faxing or posting proofs.

Scan your proof and save it to your computer as a PDF, TIF or JPEG file (this must be under 9MB in size to upload successfully. If your proof is over 9MB in size, please split the document into smaller sections and either submit each part individually or follow the 'Faxing Documents' process).

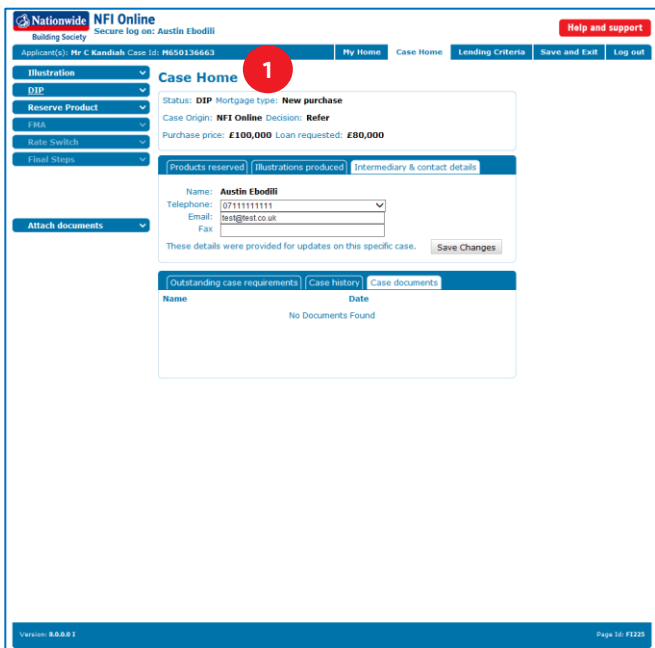
Click 'Attach documents' on 'Case Home'.



- 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
- 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'.

Nationwide NFI Online
Building Society
Secure log on: Austin Ebodill
Help and support

Applicant(s): Mr C Kandiah Case ID: M650136663 My Home Case Home Lending Criteria Save and Exit Log out

Case Home

Status: **DIP** Mortgage type: **New purchase**
Case Origin: **NFI Online** Decision: **Refer**
Purchase price: **£100,000** Loan requested: **£80,000**

Products reserved | Illustrations produced | Intermediary & contact details

Date Reserved	Description	Expiry Date
	No products reserved	

Outstanding case requirements | Case history | Case documents

P60 (Primary Employment) for Mr Colin Kandiah
Proof of Address for Mr. Colin Kandiah
Proof of Name for Mr. Colin Kandiah

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- 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.