

# A guide to uploading your docs



You're just a few clicks away from finishing your application. Here's a summary of what you'll need to do next.

## Log in



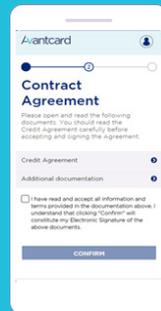
You'll need to click the link in the email to log in to the Avantcard Document Hub.

## Upload



The easiest way to upload your documents is to simply take a photo of the document using your smart phone.

## Review



We'll review your documents to finalise your application. Then you can accept your credit agreement.

## Congratulations!



Either your new credit card will be in the post or your loan amount will be sent to your bank account.



## Here are our top tips to uploading your documents

### Check list

- ✓ Check the document is clear and not blurry
- ✓ Ensure the document is a full page and not a partial page (all 4 corners can be seen)
- ✓ Ensure the name and address matches the application details
- ✓ Check any bank statements are dated within the past 3 months
- ✓ Check all documents are provided in colour

Scroll down to see what documents you need

# You will need to upload a document from each section\*



\* Existing customers may not require documents from all 3 sections. You will see what documents you need once you log into the document hub

## Proof of Identification

(One of the Below)

- ✓ **Passport** - please ensure that when you take a photograph of your passport, pages three and four are both clearly visible
- ✓ **Driving Licence** - If you have either the old paper licence or new card format, please ensure that the photo you take of the licence clearly shows your name, photo and expiry date
- ✓ **Immigration/Age card** - please ensure that the photo you take of your card clearly shows your name, photo and expiry date



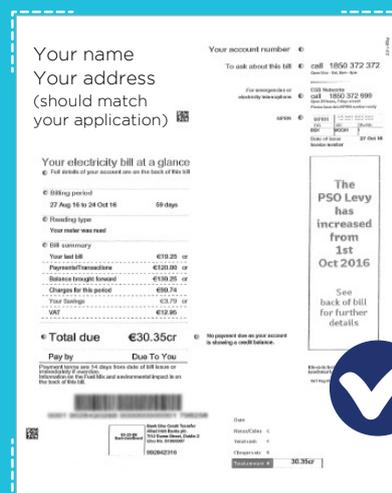
## Proof of Address

(One of the Below)

- ✓ **Utility Bill**
- ✓ **Bank Statement**
- ✓ **P60**
- ✓ **Revenue Document**
- ✓ **Social Insurance Document**
- ✓ **Household Bill**
- ✓ **Motor Insurance Certificate**

### Top Tip

When taking a photo of the proof of your address, we need to see the full page clearly. Ensure the image is not blurry so we can verify your address.



## Proof of Income

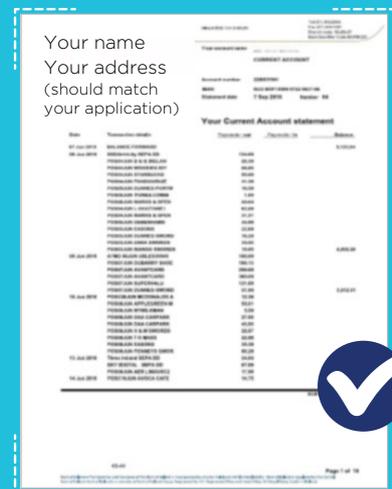
- ✓ **3 Months of your Personal Bank Statements**

If you are self-employed we will also require the last 2 years of your Tax Assessment forms (Tax returns and Revenue acceptance forms).

Income not paid into your account? You can use a photo or PDF of a pay slip, social welfare receipt, most recent pension statement or tax certificate.

### Important

We need to see three months of recent personal bank statements to show your income is being paid into that account. These can be downloaded from your online banking account and saved in PDF onto your desktop so you can then load them into our document hub. They also need to be supplied in colour, if you are taking a photo of your statement.



Need some assistance?  
0818 409 511

