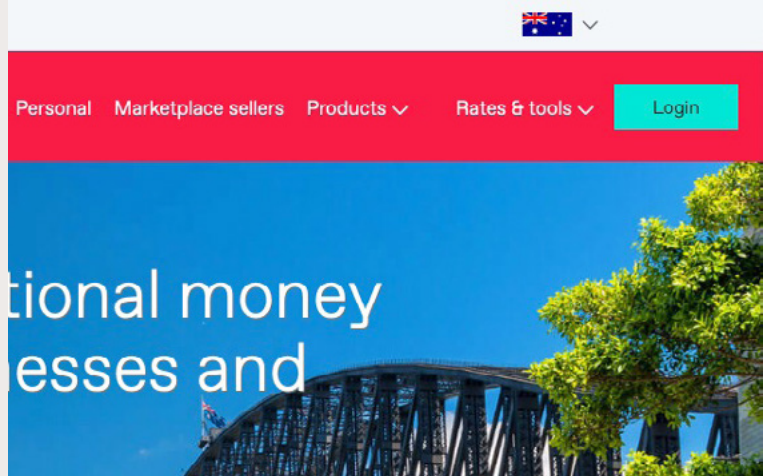


Uploading a document

1 Log in to your online account

Log in using the 'Login' button in the top right-hand corner of the www.worldfirst.com/au homepage.



2 Answer your memorable question

Please answer your memorable question
What was the name of your first pet

Please select the 1st character

Please select the 3rd character

Please do not ask me a memorable question when I next log in using this device.

Login

You'll then be asked one of your memorable questions in order to authenticate the login.

In this particular case it asks for the first character of your answer. Say the answer is 'Green', you would then select 'G' from the drop-down list.

3 Select 'upload your documents'



Settings

My profile

My preferences

Change password

Upload your documents

Click 'Settings' and then 'Upload your documents' in the left-hand menu under the WorldFirst logo.

4 Upload your documents

Select 'Choose File' and an external folder window will pop up. Select the document you would like to upload, and press 'Open'.

After this select the green upload button and wait for the 'Document was uploaded successfully' message. And that's it - you've uploaded a document!

Upload your documents

Please ensure you only upload files of 2MB or less.

Supported file types are pdf, jpeg, png, and gif.

Click Upload when you are ready.

Choose File No file chosen

+ Add another file

Upload



Thank you for uploading your file(s). We will be in touch if anything else is required.

werwe.jpg

Document was uploaded successfully

Upload more

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