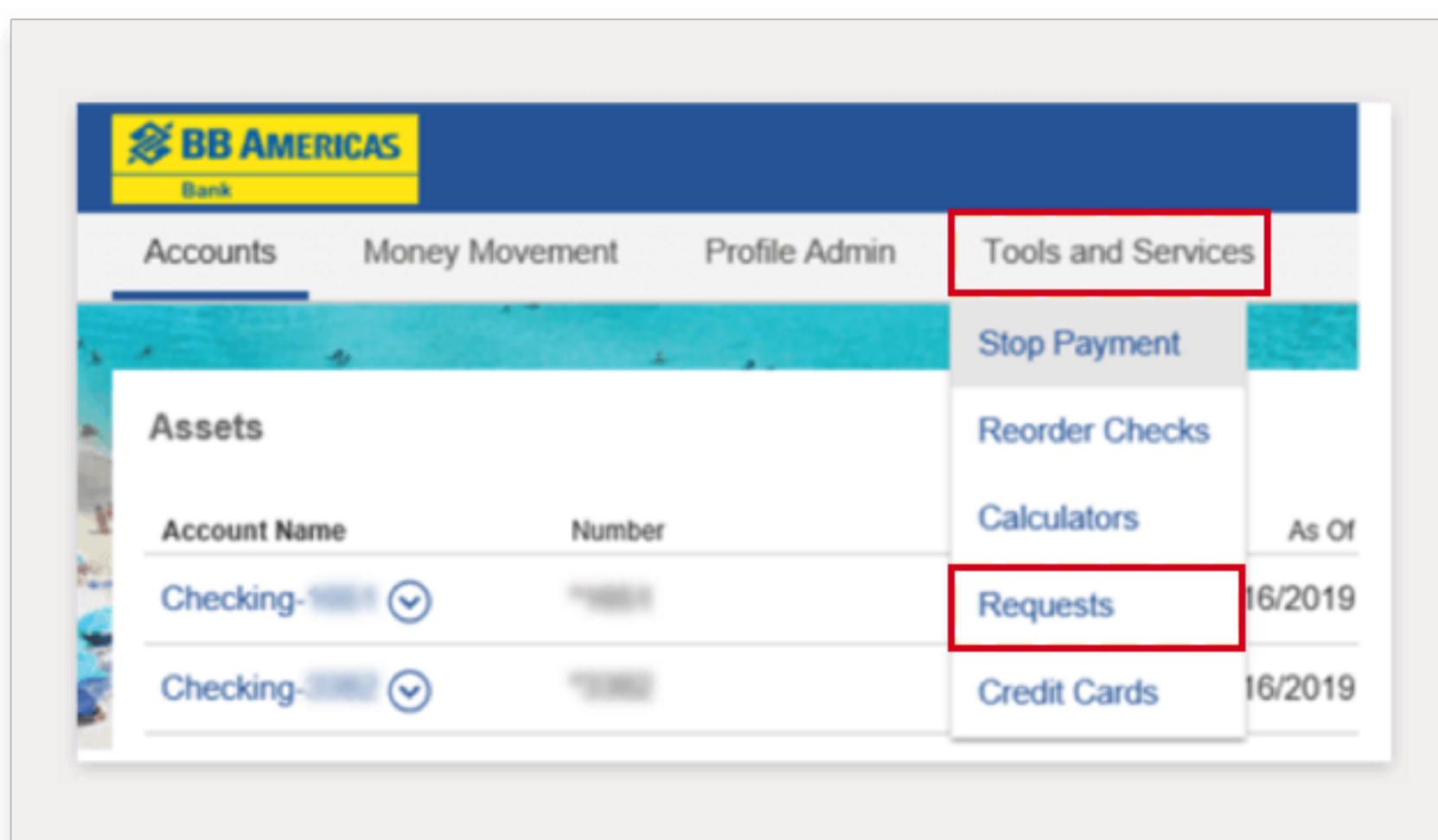


## How to Send Documents

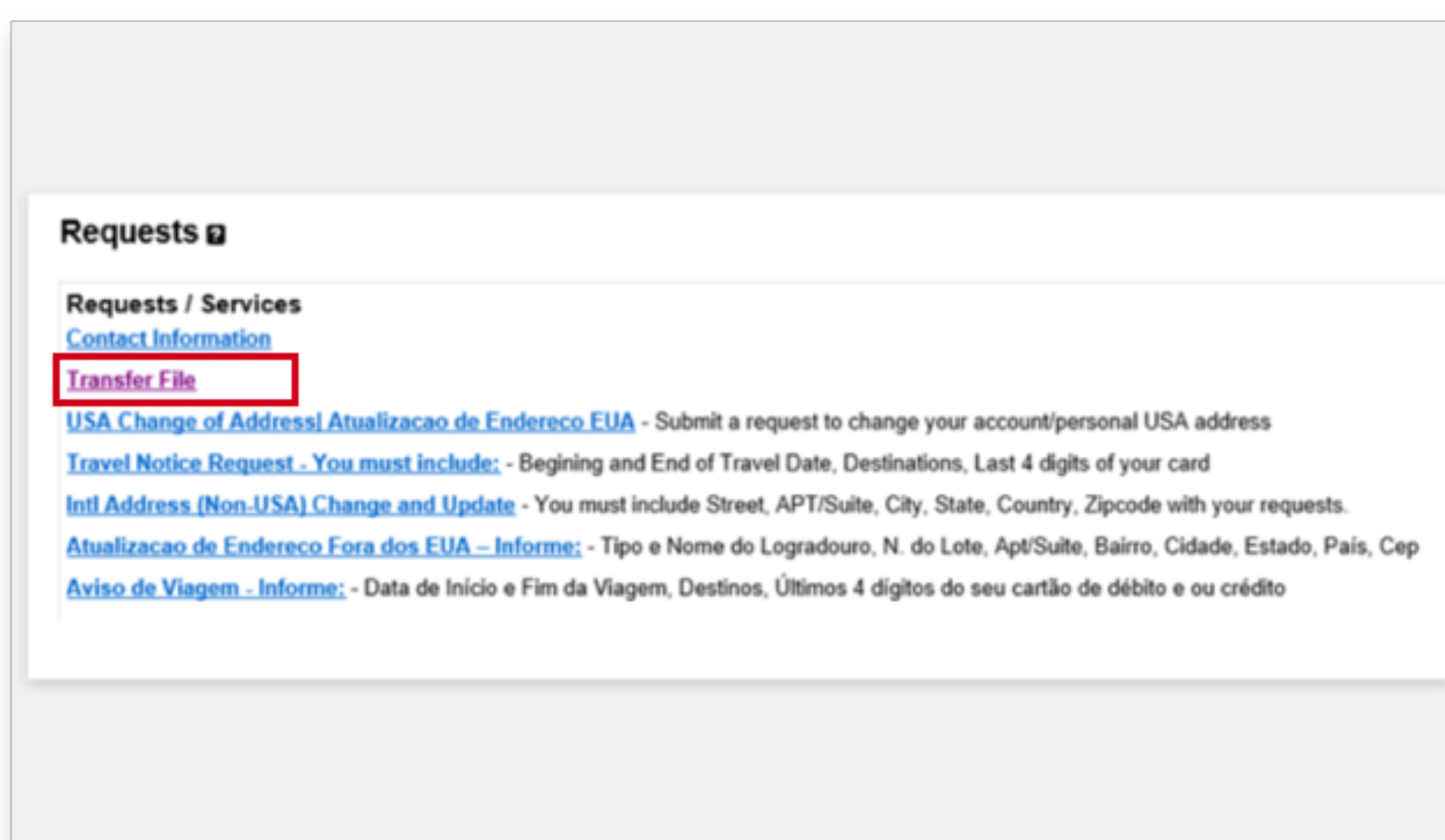
You can send documents to the Bank through the Online Banking via **Transfer File** option.

To begin log in to your Personal Online Banking Account and follow the below steps:

1. Under the **Tools and Services** menu option, select **Request**:



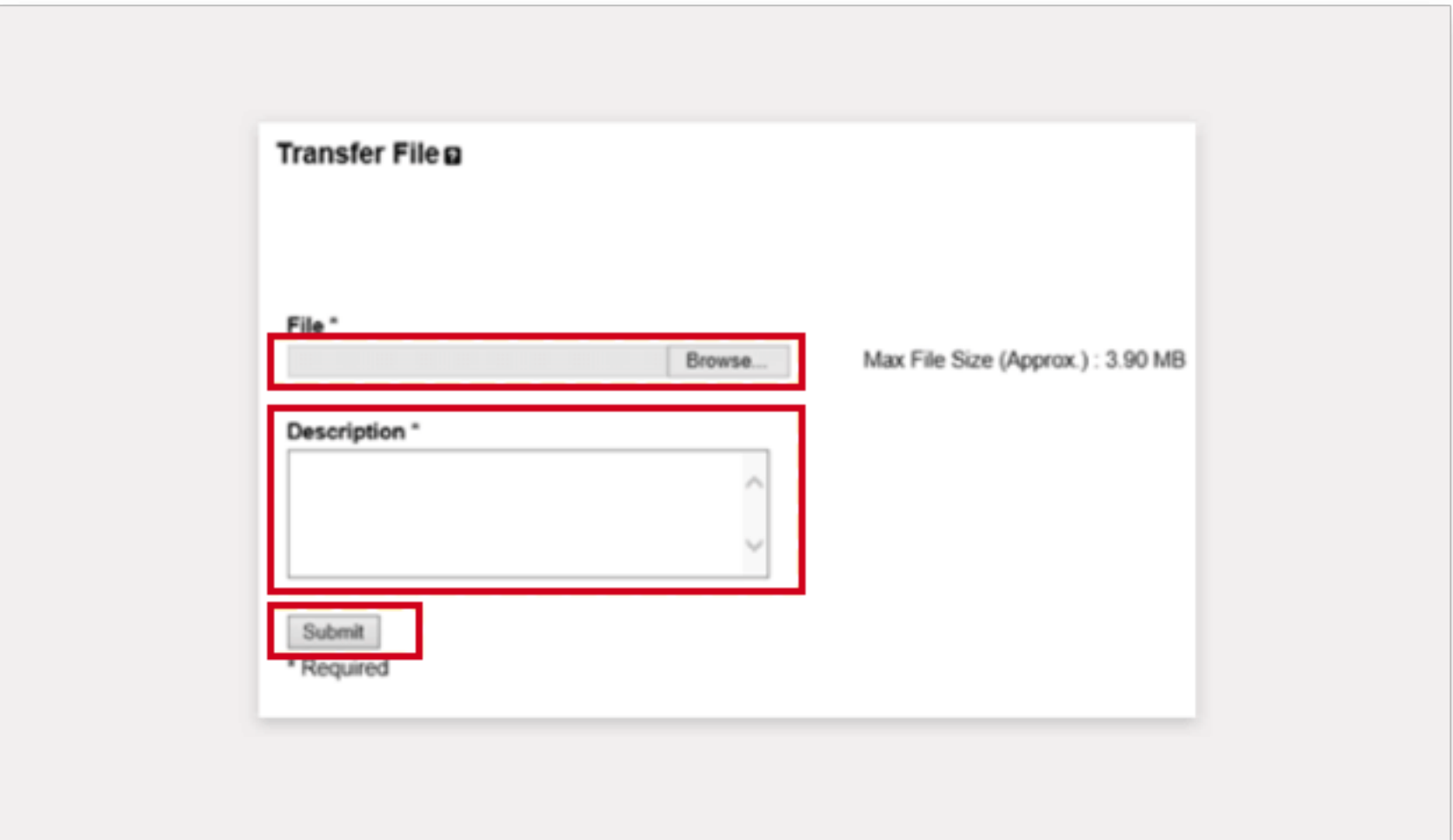
2. From the list of **Requests** options, choose **Transfer File**:



3. To begin, click on **Transfer File**:



4. Select **Browse** to upload the desired document. *Enter a **Description** and click **Submit**.*



5. Keep track of your uploaded files under the **File Upload History** section:

**Status Definition:**

- a. Imported:** File was sent over to the Bank.
- b. Downloaded:** File was downloaded by a Bank Employee.
- c. Processed:** File has been downloaded and is under review. If any errors or discrepancies are found, we will contact you.
- d. Deleted:** File was rejected by the Bank due to being incomplete or incorrect. A new file will need to be resubmitted.

Historico de Upload de Arquivo | File Upload History PRINT

[Transfer File](#)

Import Date	Status	User	File Name
8/16/2019 10:14:04 AM	Imported	bancotest	WB.pdf