

Upload income and asset documents

Overview

The Upload income and asset documents page allows you to upload additional documents to support any income and asset changes.

The Upload income and asset documents screen.

To upload a document:

1. From the **Select the document type** drop down list, select an option that relates to the type of document you are uploading e.g. Investment statement.
2. In the **Enter a document description** field, enter a short description e.g. Shares statement 2013.
3. Click on the **Browse** button to navigate to the document you want to upload.

The Choose file dialog displays.

4. Select the document and click on the **Open** button.
5. Click on the **Add document for upload** button.

The Update income and asset documents screen updates.

The added document displays in the **Added documents** section.



You can attach up to 5 documents at one time.

6. Repeat steps **1-5** to add additional documents.
7. Click on the **Upload document** button.

The Income and assets screen displays.



A success message displays indicating your changes have been submitted and the details displayed will be updated once DVA processes the changes.

Other functions

 <p>My details Manage your information</p>	<p>To view another section and information from My details, click on a link in the My details menu to the left of the page.</p>
 <p>Help ?</p>	<p>To get additional help with the Upload income and asset documents screen, click on the Help button at to the top right of the page.</p>
 <p>Logout</p>	<p>When you are finished using MyAccount, to log out and finish using the service in a secure way, click on the Logout button.</p>