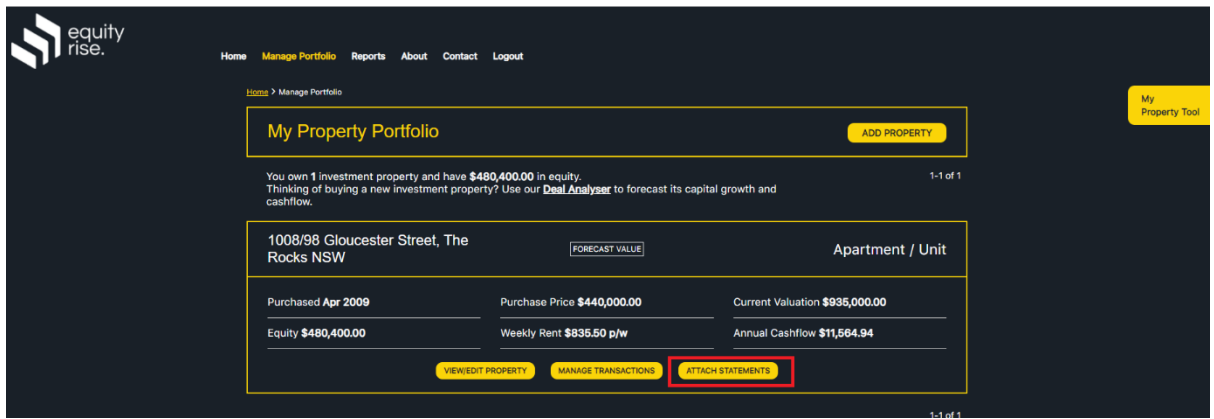


How to Attach Statements

1. In the Manage Portfolio page, click **ATTACH STATEMENTS** for the property you wish to attach statements for.

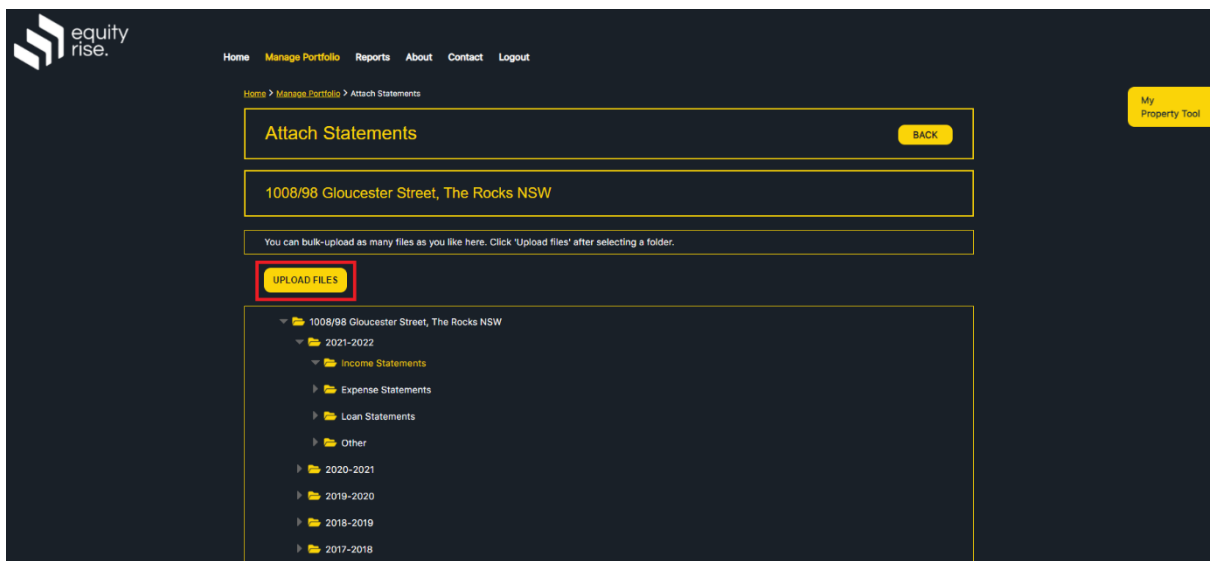


The screenshot shows the 'My Property Portfolio' page. The property details are as follows:

1008/98 Gloucester Street, The Rocks NSW		
Purchased Apr 2009	Purchase Price \$440,000.00	Current Valuation \$935,000.00
Equity \$480,400.00	Weekly Rent \$835.50 p/w	Annual Cashflow \$11,584.94

At the bottom of the property details, there are three buttons: 'VIEW/EDIT PROPERTY', 'MANAGE TRANSACTIONS', and 'ATTACH STATEMENTS'. The 'ATTACH STATEMENTS' button is highlighted with a red box.

2. On the Attach Statements page, click a folder for the financial year that your statements relate to (e.g. 2019-2020). Click one of the sub-folders corresponding with the type of files you wish to upload (e.g. Income Statements). Once you have selected/highlighted the sub-folder you wish to upload to, click the **UPLOAD FILES** button.

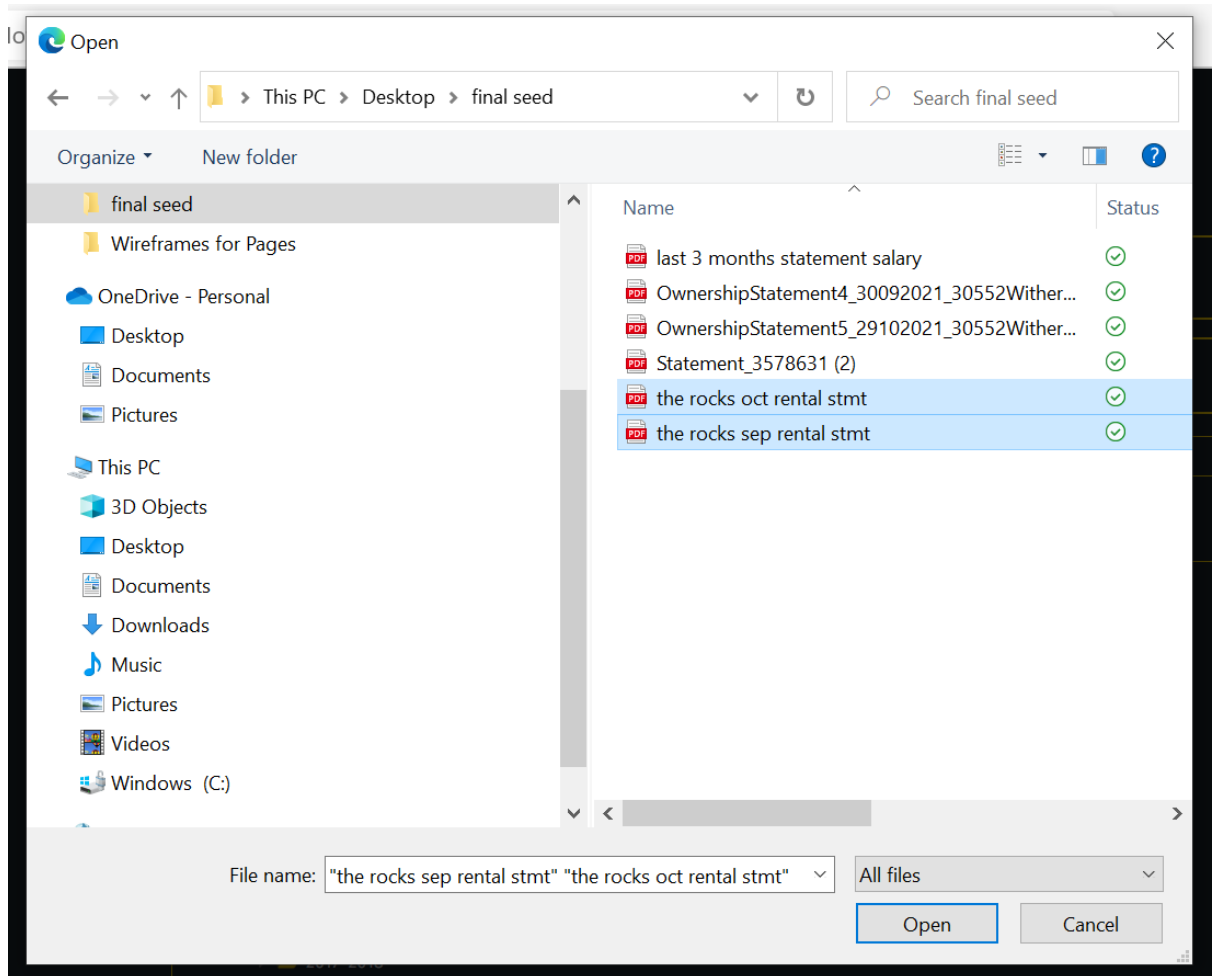


The screenshot shows the 'Attach Statements' page. The folder structure is as follows:

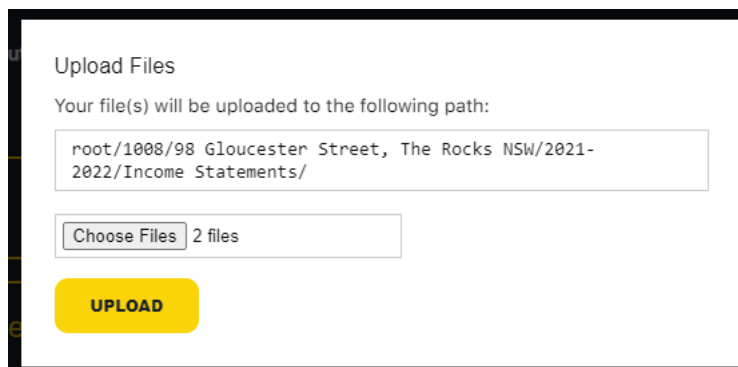
- 1008/98 Gloucester Street, The Rocks NSW
 - 2021-2022
 - Income Statements
 - Expense Statements
 - Loan Statements
 - Other
 - 2020-2021
 - 2019-2020
 - 2018-2019
 - 2017-2018

The '2019-2020' folder is selected, and the 'Income Statements' sub-folder is highlighted. The 'UPLOAD FILES' button is highlighted with a red box.

- Once the popup opens, click the Choose Files button. Now, select the relevant file(s) you wish to upload (you can select multiple files at once) and click 'Open'.



- Click the UPLOAD button.



5. Your file(s) will be uploaded and will appear in the folder.

NOTE: the uploaded statements will also be visible in the View Property page and Cashflow Statement Report.

Attach Statements BACK

1008/98 Gloucester Street, The Rocks NSW

You can bulk-upload as many files as you like here. Click 'Upload files' after selecting a folder.

Files uploaded successfully.

UPLOAD FILES

- 1008/98 Gloucester Street, The Rocks NSW
 - 2021-2022
 - Income Statements
 - the rocks oct rental stmt.pdf
 - the rocks sep rental stmt.pdf
 - Expense Statements
 - Loan Statements
 - Other
 - 2020-2021