

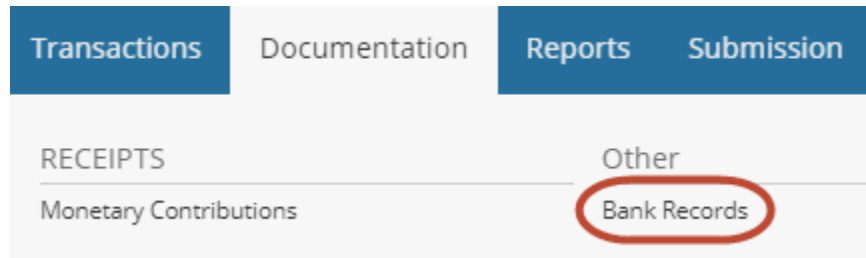
Help Content: Upload Bank Records

The Bank Records Upload feature allows you to upload bank statements, deposit slips, merchant account statements, and credit card statements to C-SMART for disclosure statement submissions and responses to requests from the CFB. Once uploaded, the bank statements will be submitted with your next disclosure statement filing.

HOW TO UPLOAD BANK RECORDS

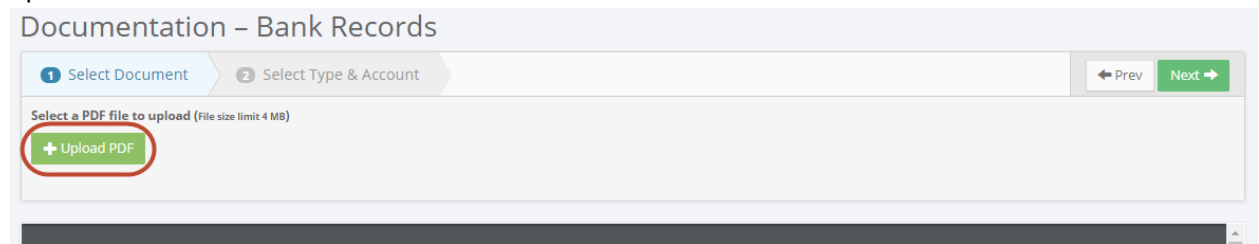
1. Go to Bank Records.

Go to **Documentation** and click on **Bank Records**.



2. Upload the PDF.

Click the blue **Add Document** button and then click the green **Upload PDF** button. Select a PDF file to upload. The file size limit is 4 MB. Review the document to ensure it is what you wish to upload and then click **Next**.



CANDIDATE SERVICES TIP(S):

- ✓ *Bank records you have already uploaded to C-SMART will appear on the screen after you click Bank Records in the Documentation menu. Note: this screen will be filtered by default to show "unsubmitted" bank records only. Use the **Status** filter to show submitted bank records. You can also filter by type of bank record.*

3. Select the Type, Account, Pages, and Date.

- **Type of Bank Record:** Click on the drop-down menu to select Bank Statement, Credit Card Statement, Deposit Slip, or Merchant Account statement.
- **Bank Account:** Click on the drop-down menu to select the bank or merchant account that corresponds with the bank record you are uploading.
- **Page(s):** Select the pages of the PDF that correspond to the record(s) you wish to upload. You can select multiple pages by using a comma or a dash, such as 1-2 or 1,3. Or, click Select All Pages if all the pages of the PDF apply. The page range that you select should apply only to a single month at a time.

- **Bank Record Month/Year:** Select the month and year of the documentation you are uploading.

Documentation – Bank Records

1 Select Document 2 Select Type & Account

Select the type of bank record, bank account number, page(s) and bank record date.

Type of Bank Record: Bank Statement
 Bank Account: Smart Savings Bank*
 Page(s): 1-4
 Bank Record Month/Year: July 2017

← Prev Complete

4. Click Complete.

Click the green **Complete** button to upload the documentation. The documentation will then be uploaded and saved to your C-SMART database. Click **Continue** if you wish to upload additional documentation or **Done** if you would like to return to the list of uploaded bank records.

Note: The documentation will not yet be submitted to the CFB. It will be submitted with your next disclosure statement filing or amendment submission. See the [CFB Submission](#) Help content for assistance with submitting a disclosure statement.

Documentation – Bank Records

1 Select Document 2 Select Type & Account

Select the type of bank record, bank account number, page(s) and bank record date.

Type of Bank Record: Bank Statement
 Bank Account: Smart Savings Bank*
 Page(s): 1-4
 Bank Record Month/Year: July 2017

← Prev Complete

✔ Documentation – Bank Records!

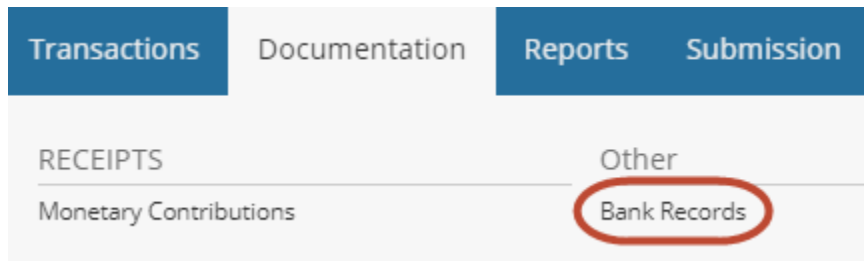
You have successfully uploaded a Bank Statement.

Continue Done

HOW TO VIEW BANK RECORDS

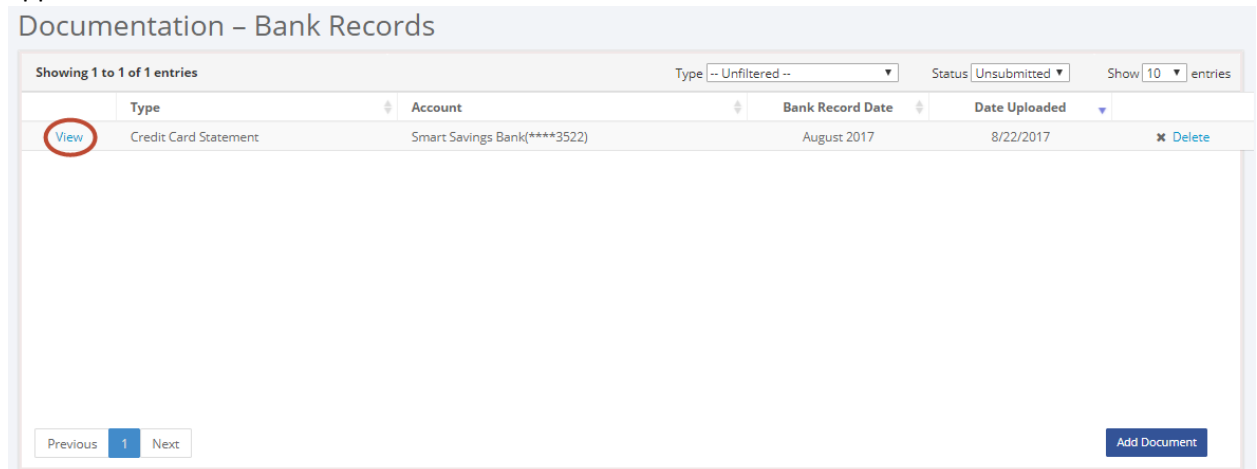
1. Go to Bank Records.

Go to **Documentation** and click on **Bank Records**.



2. Click View.

The bank records that you have already uploaded to C-SMART will be displayed on this screen. By default, the screen will initially be filtered to bank records that have not yet been submitted. Use the **Status** filter to show submitted bank records. Click the blue **View** button to view the applicable bank record.



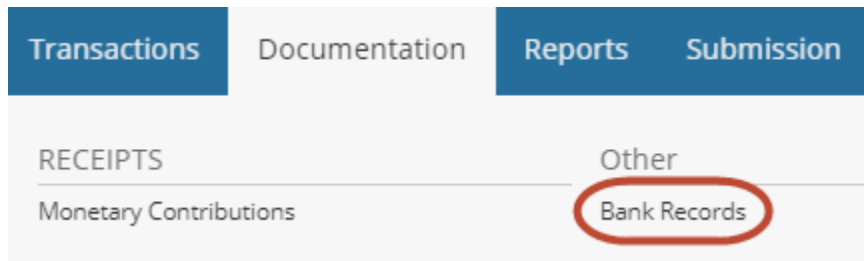
CANDIDATE SERVICES TIP(S):

- ✓ On this screen, you can filter by bank record type (bank statement, credit card statement, deposit slip, merchant account statement) and by status (submitted or unsubmitted).
- ✓ This screen shows the date the bank record was uploaded, in addition to the date it was submitted and the corresponding statement number (if the documentation has been submitted).

HOW TO DELETE BANK RECORDS

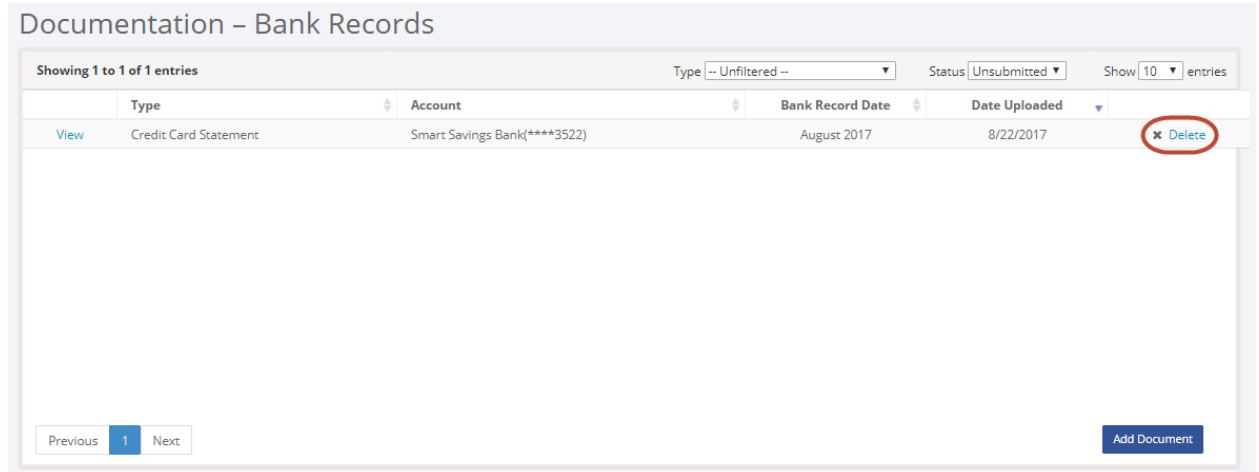
1. Go to Bank Records.

Go to **Documentation** and click on **Bank Records**.



2. Click Delete.

The bank records that you have already uploaded to C-SMART will be displayed on this screen. Review the bank record you wish to delete. Once you are sure that the documentation was uploaded in error and should not be saved to C-SMART, click the blue **Delete** button.



CANDIDATE SERVICES TIP(S):

- ✓ You will not be able to delete bank records that have already been submitted.