ST. PAUL'S
Garda Credit Union Ltd.

Upload Documents Online:

Documents

Log in to cuOnline and Click the **Documents Logo**

on the left of the screen.

UPLOAD DOCUMENT

CHOOSE FILE: **Choose file**   DOCUMENT TYPE: Please Select...   **Upload**

On the **Upload Document** Field

- **Choose file** and select the document to upload on your device
- Select the **Document Type f**rom the drop-down list
- Click **Upload**
- Repeat the process if you have more documents to upload

UPLOADING DOCUMENTS WITH THE ST. PAUL'S GARDA CREDIT UNION APP

Follow the same process by selecting the ☰ icon on the top left, selecting documents and doc upload the facility is available to "**Choose File"** where you can upload a PDF, or you can select the Camera option on your Smartphone to take a photo of the relevant document.

THE FOLLOWING ARE REQUIRED TO KEEP YOUR ACCOUNT VERIFICATION UP TO DATE:

- Proof of ID - Copy of current Passport or Driving Licence
- Proof of Address - Recent utility bill/bank statement etc., less than 6 months old
- Proof of your PPSN - Copy of Drugs Payment Card, EHIC, Revenue Documents etc. **Please note your Public Services Card cannot be used to verify your PPSN.**

Scan the documents or take a photo with your smartphone. Ensure the copy is clear with names, address, dates etc., clearly visible.

Note: The Criminal justice Act, 2010 - 2013 places a statutory obligation on St. Paul's Garda Credit Union Ltd. to take reasonable measures to establish the identity of any person prior to the establishment of a business relationship with that person, and on an ongoing basis thereafter. Therefore, you must keep your proof of Identification and proof of Address up to date.

Proof of your PPSN is required to comply with the Revenue requirements for DIRT reporting. Return of Payments (Banks, Building Societies, Credit Unions and Savings Banks) Regulations 2008 and the Credit Reporting Act 2013.