



Secure Portal Document Upload Guide

At Skowhegan Savings, keeping your information secure is of our utmost concern. Our online document portal provides a securer way than email to share the necessary documents needed to continue processing your loan.

Supported Files: You may upload any of the following file types, up to 32 MB in size - .pdf, .doc, .docx, .jpg, .png, .gif, .bmp, .tiff, .txt or .rtf.

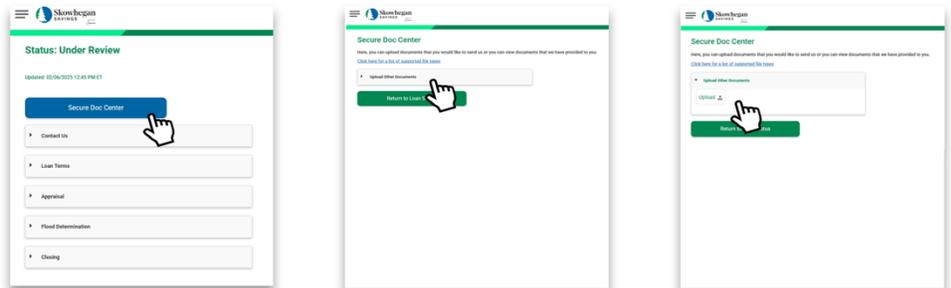
Step 1:

After you've applied for your loan, return to our [home loan application page](#) and click 'Check Loan Status'. Enter the confirmation code, you received as part of your loan application, your email address and date of birth to login to the portal.



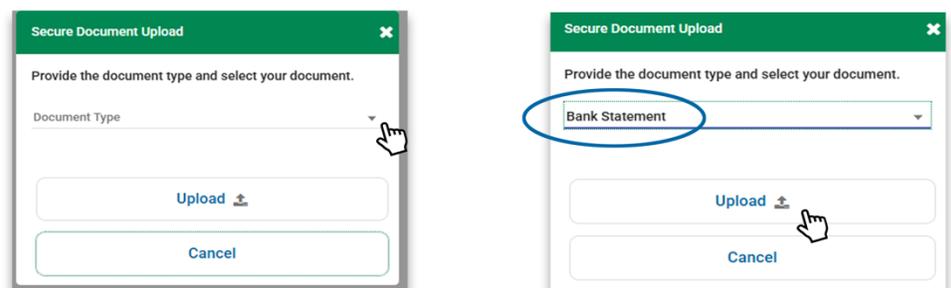
Step 2:

Once in the portal, click 'Secure Doc Center' and then click 'Upload Other Documents', which will open an upload option.



Step 3:

Then click the 'Upload' option and a box will appear that allows you to select your document types i.e. bank statement. Select the type of document that you would like to upload and then proceed to upload your document by clicking 'Upload'.



If you have any issues uploading your files, please contact your Community Banker so that they can assist you.