



PROGRESSIVE ONLINE DOCUMENT UPLOAD INSTRUCTIONS

1. Within the 'My Client' screen, select 'Upload and view supporting documents'.

PROGRESSIVE BUILDING SOCIETY

My Home My Client

Client Mr Test

You can manage your Mortgage Client's Illustration(s), Decision(s) in Principle and Application(s) here.

Please note the portal will be unavailable from 00:00 to 03:00 while we undertake routine maintenance. We apologise for any inconvenience this may cause you. [Hide message](#)

Your Client's Application(s)

Daily Interest Base Rate	
Reference	70100289666
Initial interest rate %	4.75%
Loan Amount Required £	80,000.00
Repayment Period	15 Years
Initial monthly repayment £	951.07

Application submitted successfully

[Upload and view supporting documents](#)

[View all of the Application information \(PDF\)](#)

[View the Mortgage Illustration for this Application \(PDF\)](#)

2. Select 'Upload new document'.

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Previously Uploaded Documents
No previously uploaded documents

[Upload new document](#)



3. Select the correct document type from the dropdown menu.

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Initial monthly repayment £	951.07	

Previously Uploaded Documents
No previously uploaded documents

[Upload new document](#)
You can upload one or more supporting documents

Type of document: 

File to upload: [Browse...](#)

4. Attach the document from your saved items and select 'Upload a document'

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Client Mr Test

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No previously uploaded documents

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Type of document: 

File to upload: [Browse...](#)

[Upload a document](#)



5. Successful Uploaded documents are stored accordingly.

The screenshot shows the Progressive Building Society client portal. At the top, there is a navigation bar with 'My Home' and 'My Client' tabs. Below this, the client's name 'Client Mr Test' is displayed. A message indicates that the portal will be unavailable from 00:00 to 03:00 for routine maintenance. The main section is titled 'Your Client's Application(s)' and shows a mortgage application with the following details:

Daily Interest Base Rate	
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Application submitted successfully

- [Upload and view supporting documents](#)
- [View all of the Application information \(PDF\)](#)
- [View the Mortgage Illustration for this Application \(PDF\)](#)

Previously Uploaded Documents
Click on the file name to view the document

Category	File name	Upload date	Time uploaded
ID App 1	ID_Driving_Licence.JPG	21/05/2018	11:44

[Upload now document](#)

6. Selecting the file name (in red) will open the document for viewing

