

C-SMART HELP

UPLOADING BANK RECORDS

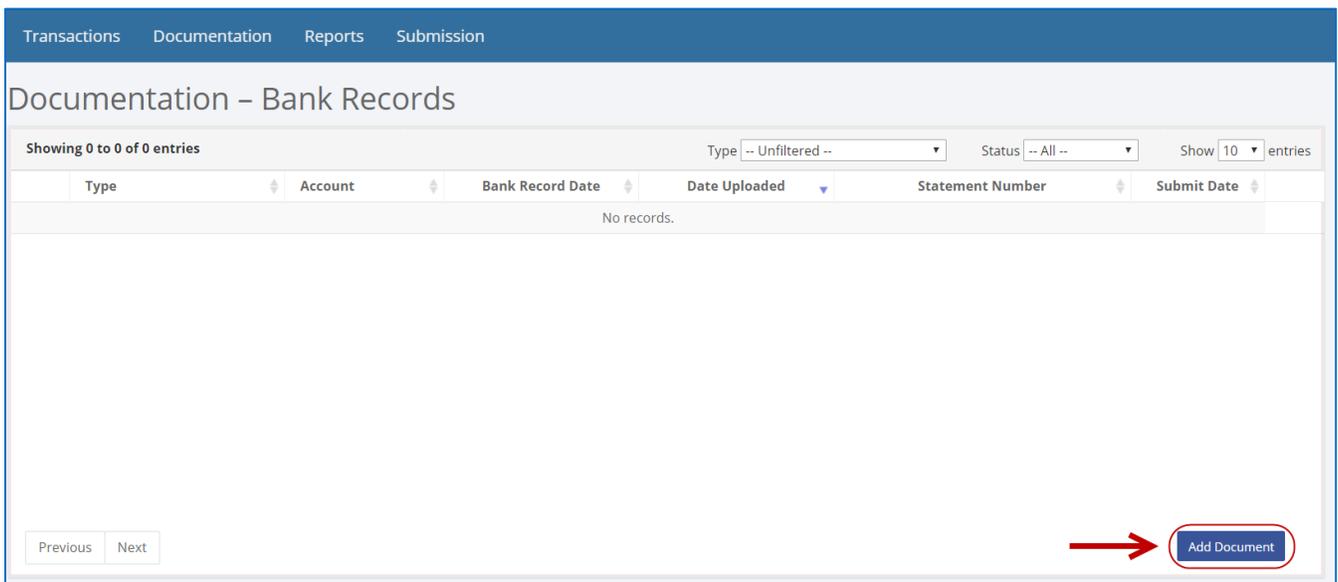
Using C-SMART, you can upload bank statements, deposit slips, merchant account statements, and credit card statements to automatically include with your disclosure statement submissions and respond directly to requests for documentation from the CFB.

HOW TO UPLOAD BANK RECORDS

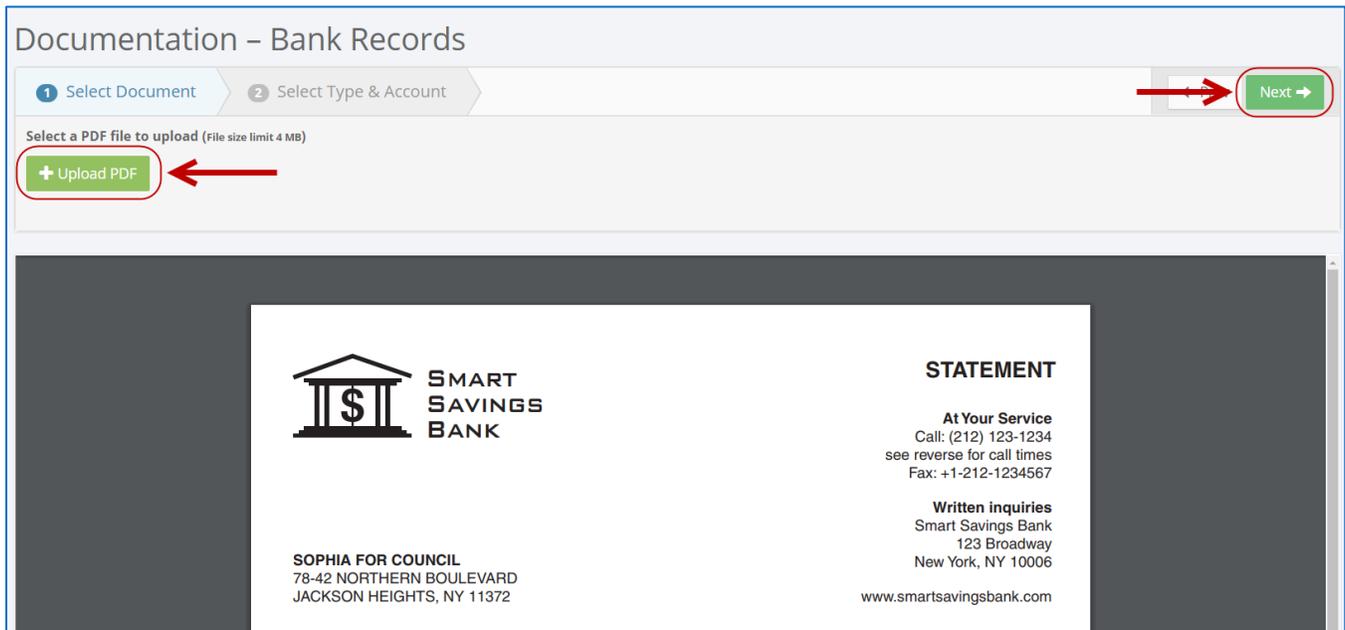
1. Go to **Bank Records**.
 - Hover your cursor over **Documentation** and click **Bank Records**.



2. Click **Add Document**.



3. Click **Upload PDF**, choose a file from your computer, and click **Next**.



Documentation – Bank Records

1 Select Document 2 Select Type & Account

Select a PDF file to upload (File size limit 4 MB)

+ Upload PDF

Next →

STATEMENT

SMART SAVINGS BANK

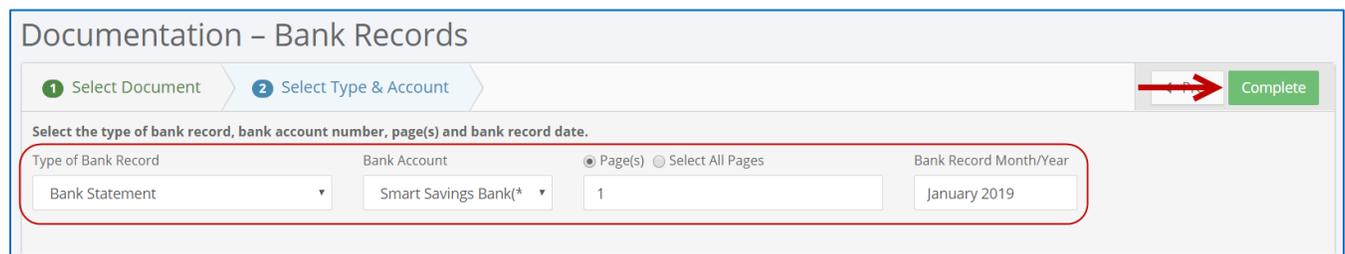
At Your Service
Call: (212) 123-1234
see reverse for call times
Fax: +1-212-1234567

Written inquiries
Smart Savings Bank
123 Broadway
New York, NY 10006
www.smartsavingsbank.com

SOPHIA FOR COUNCIL
78-42 NORTHERN BOULEVARD
JACKSON HEIGHTS, NY 11372

4. Enter the bank record details.

- Complete the fields below:
 - ◆ **Type of Bank Record:** Indicate the type of record.
 - ◆ **Bank Account:** Select the relevant bank or merchant account.
 - ◆ **Page(s):** Use a dash to select a page range (3-4) or a comma to select non-consecutive pages (1, 3). You also can choose **Select All Pages**.
 - ◆ **Bank Record Month/Year:** Indicate the applicable month/year. You can only upload one month at a time.
- Click **Complete** to finish the upload.



Documentation – Bank Records

1 Select Document 2 Select Type & Account

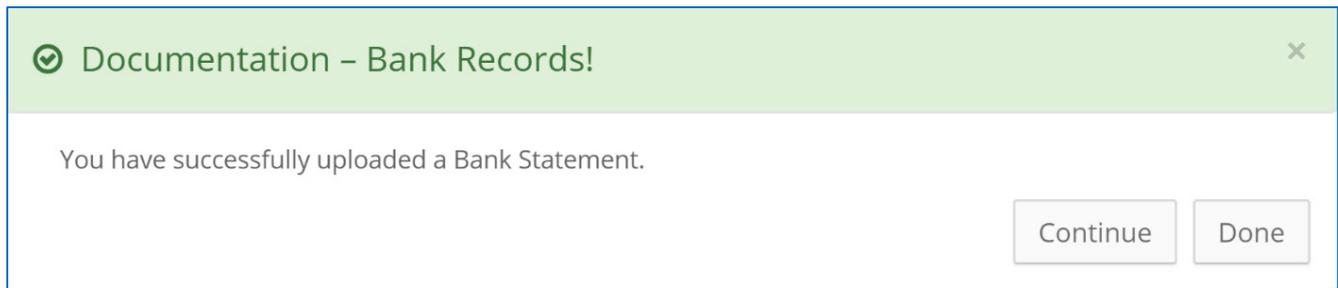
Select the type of bank record, bank account number, page(s) and bank record date.

Type of Bank Record Bank Account Page(s) Select All Pages Bank Record Month/Year

Bank Statement Smart Savings Bank* 1 January 2019

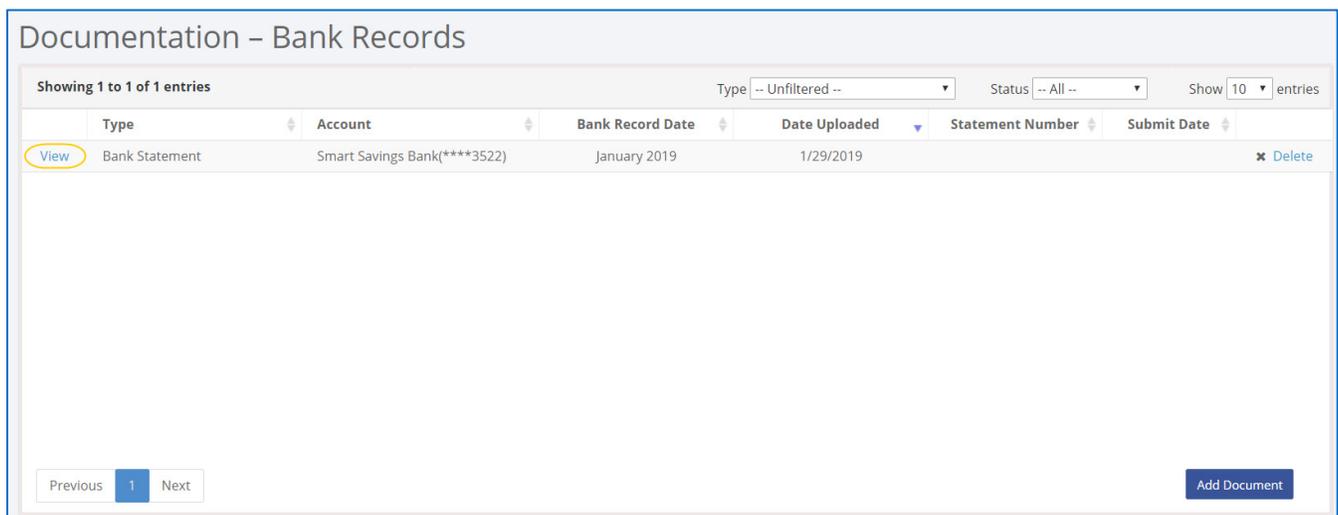
Complete

- You can click **Continue** to upload additional documents or **Done** to return to the list of uploaded bank records.



Important: The CFB will not receive your bank records until you submit your next disclosure statement filing or an amendment.

- You can return to this page anytime and click **View PDF** to review your upload.

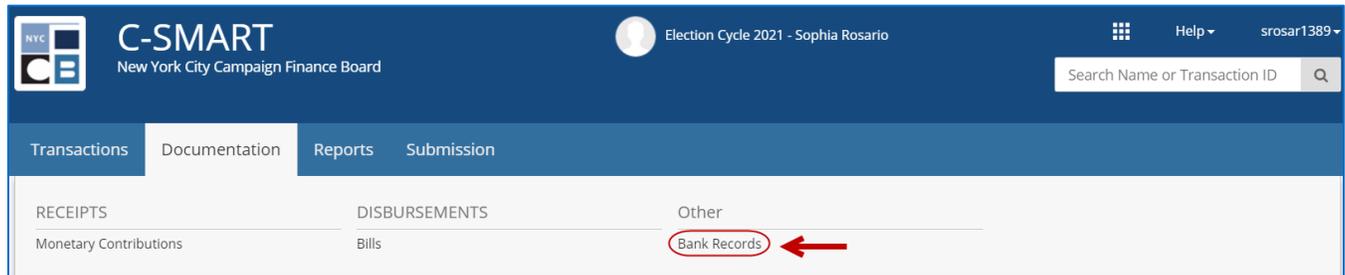


Best Practice: You can filter your records by type (bank statement, credit card statement, deposit slip, merchant account statement) or by status (submitted/unsubmitted).

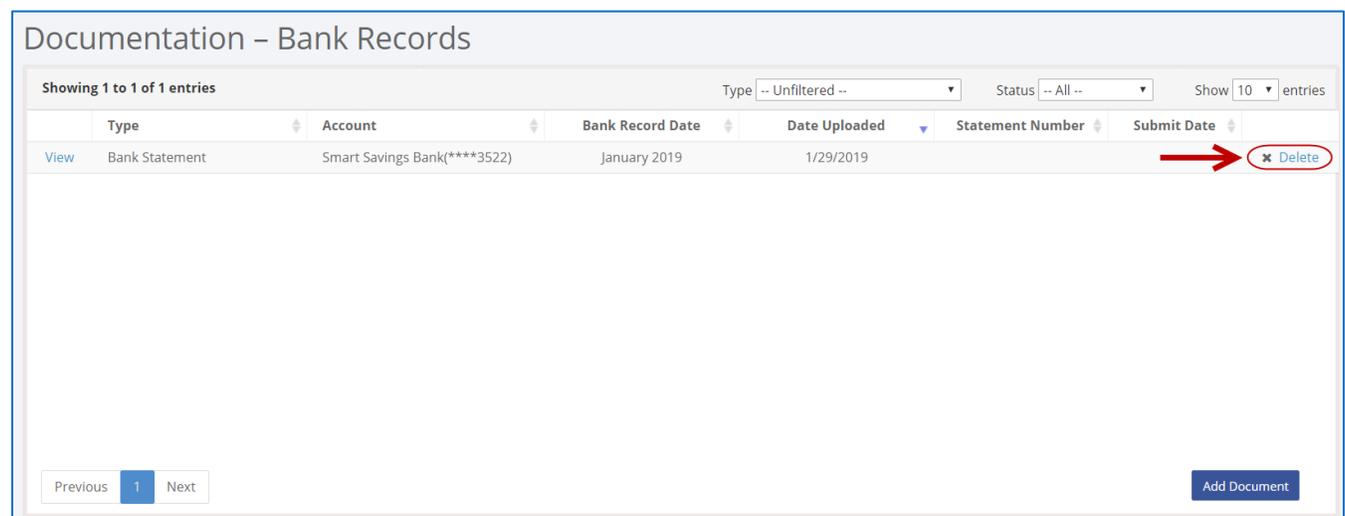
Important: This screen shows the date the bank record was uploaded, in addition to the date it was submitted and the corresponding statement number (if applicable).

HOW TO DELETE BANK RECORDS

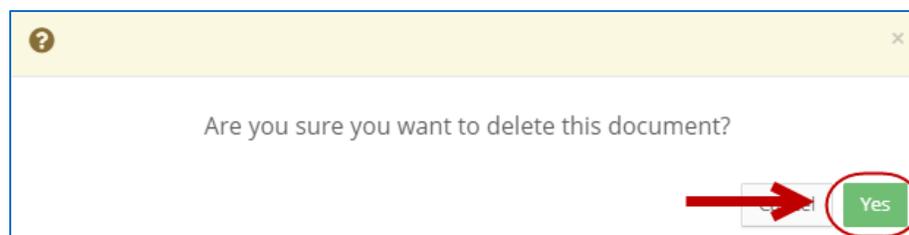
1. Go to the **Bank Records** page.



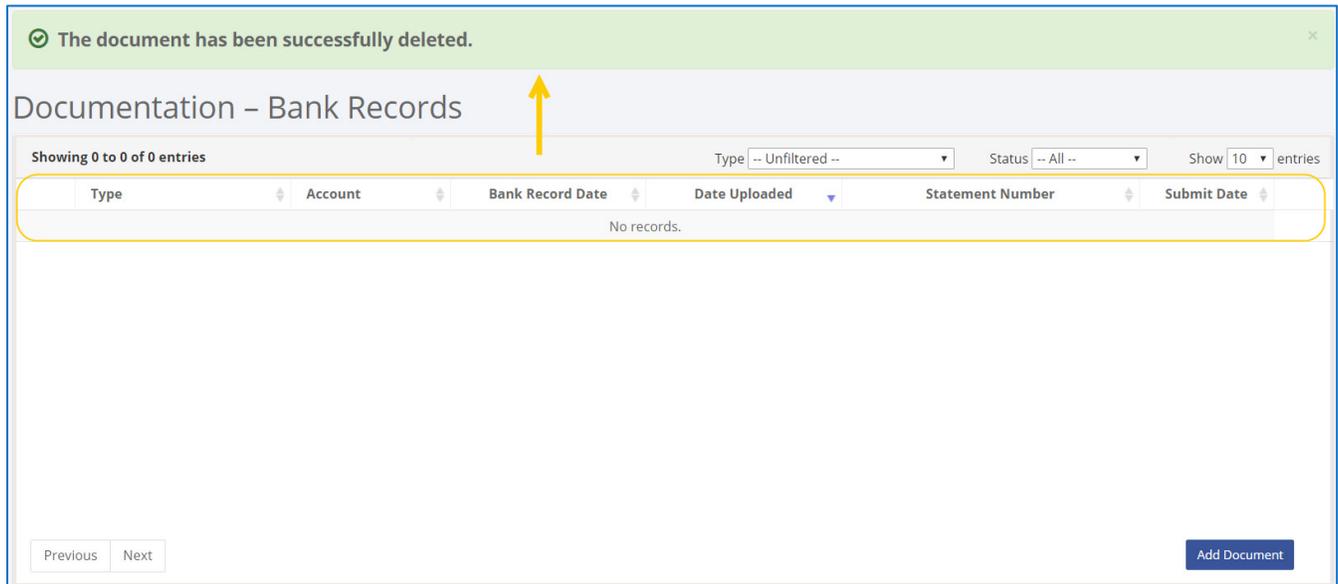
2. Click **Delete** to proceed.



- Click **Yes** on the window that opens to complete the deletion.



3. The document has been successfully deleted.



The screenshot displays a web interface for 'Documentation - Bank Records'. At the top, a green notification bar with a checkmark icon contains the text 'The document has been successfully deleted.' Below this, the page title 'Documentation - Bank Records' is shown. A yellow arrow points from the notification bar down to the table header. The table is currently empty, displaying 'Showing 0 to 0 of 0 entries' and 'No records.' The table has columns for 'Type', 'Account', 'Bank Record Date', 'Date Uploaded', 'Statement Number', and 'Submit Date'. At the bottom of the interface, there are 'Previous' and 'Next' navigation buttons on the left, and an 'Add Document' button on the right.

Important: You cannot delete documentation after it has been submitted to the CFB.
