

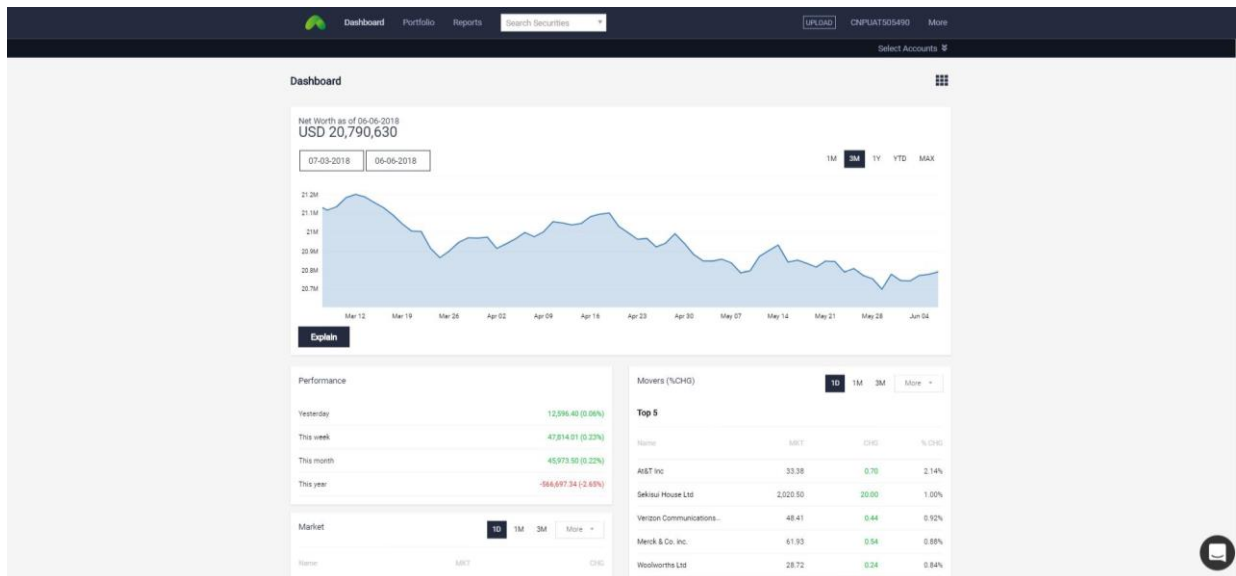


How to Upload Statements

A step-by-step guide on how to anonymize and upload your statements.

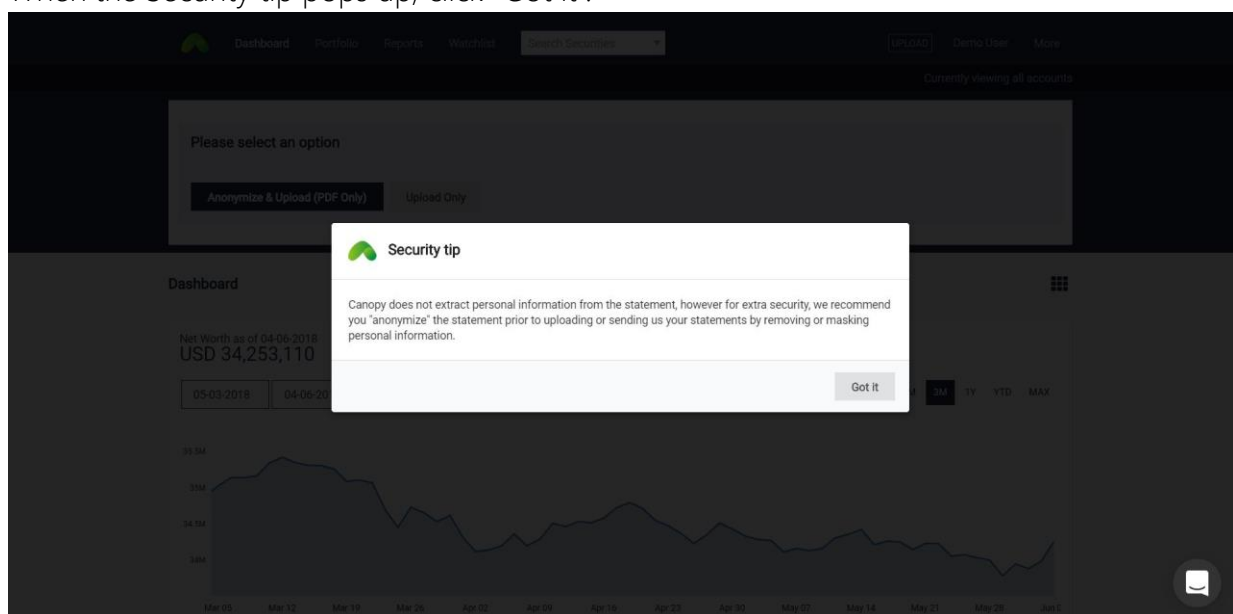
Step 1

Click on "UPLOAD" at the top right corner.



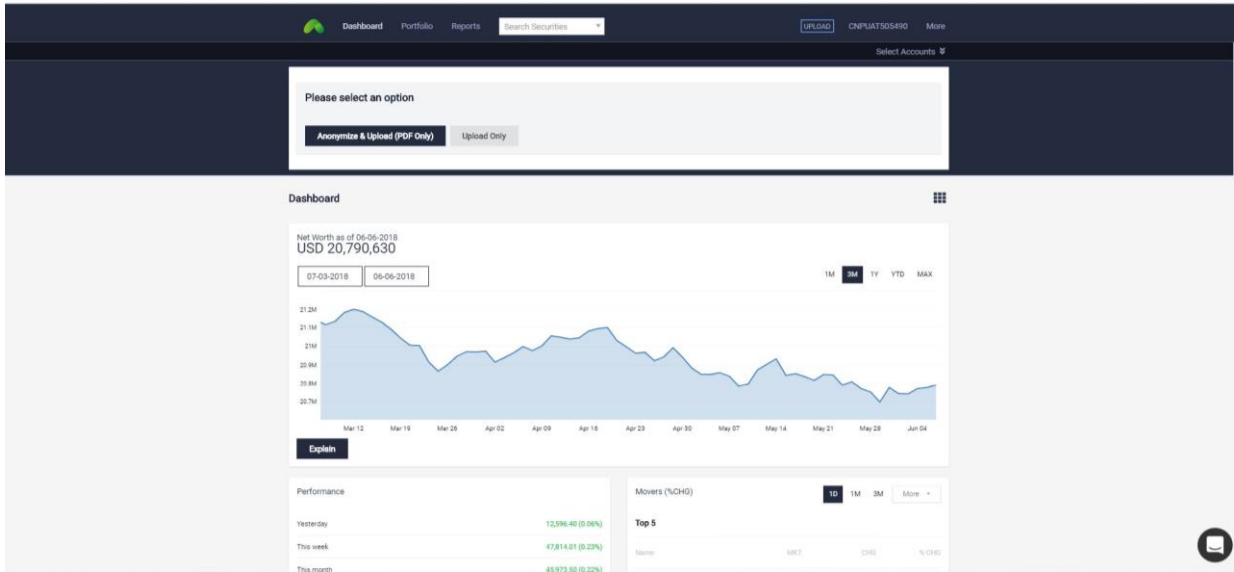
Step 2

When the Security tip pops up, click "Got it".



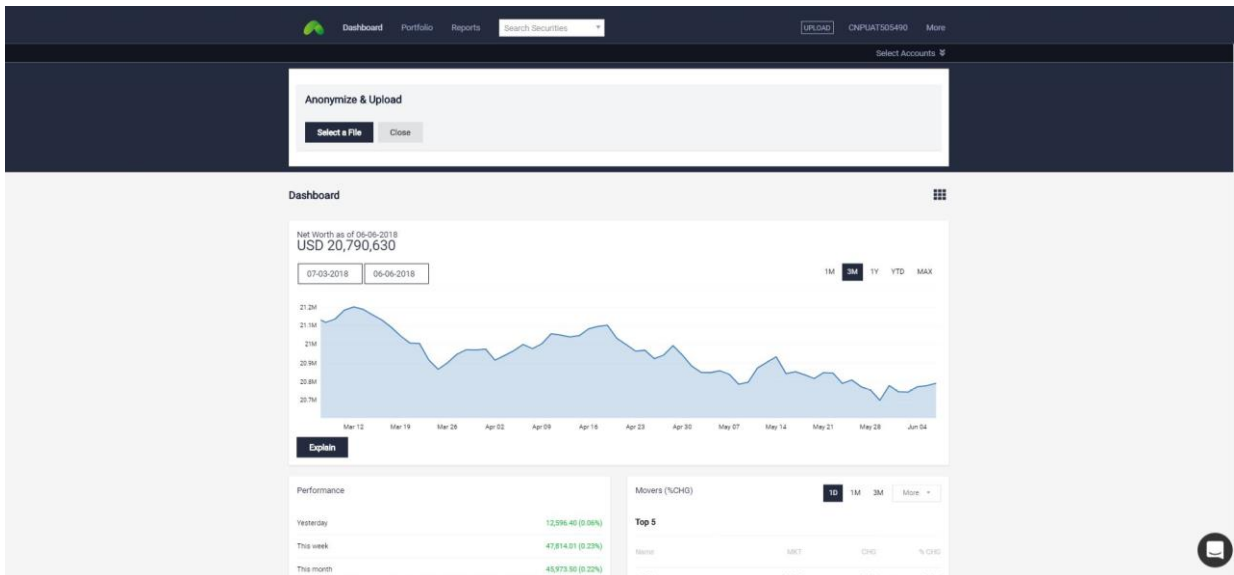
Step 3

Click "Anonymize & Upload (PDF Only)" to start uploading statements.



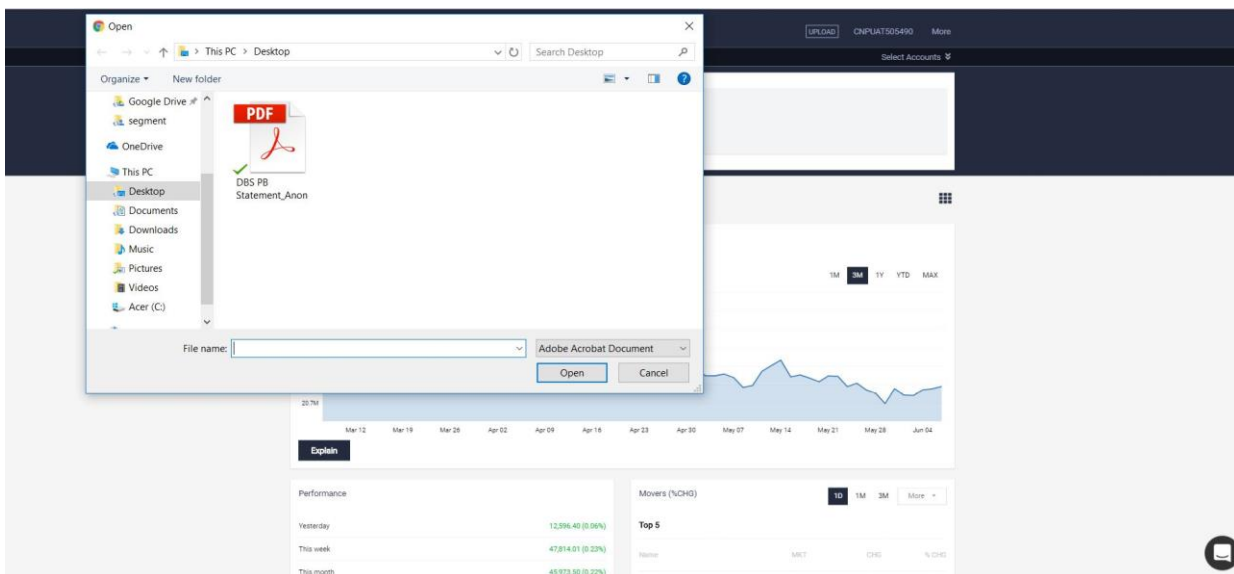
Step 4

Click on "Select File(s)".



Step 5

Select the PDF files you want to upload from your computer, then click "Open".



Step 6

It brings you to this step which allows you to remove your personal data from the statement such as name, address and replace account numbers etc. Click "Anonymize".

Anonymize & Upload

Add more files

Documents to anonymize

DBS PB Statement_Anon.pdf
852-95-88

File password

Text to be removed and/or replaced

JOHN SMITH Replace text

151 CHIN SWEE ROAD Replace text

SINGAPORE 169874 Replace text

Anonymize **Cancel**

Step 7

Hit "Proceed".

Anonymize & Upload

Name	Status	Message	Actions
DBS PB Statement_Anon.pdf	Success	Unable to find JOHN SMITH. Possible it is due to complex PDF file structure. Unable to find 151 CHIN SWEE ROAD. Possible it is due to complex PDF file structure. Unable to find SINGAPORE 169874. Possible it is due to complex PDF file structure.	

Proceed **Re-anonymize Files** **Cancel & Remove Files**

Step 8

Hit "Upload".

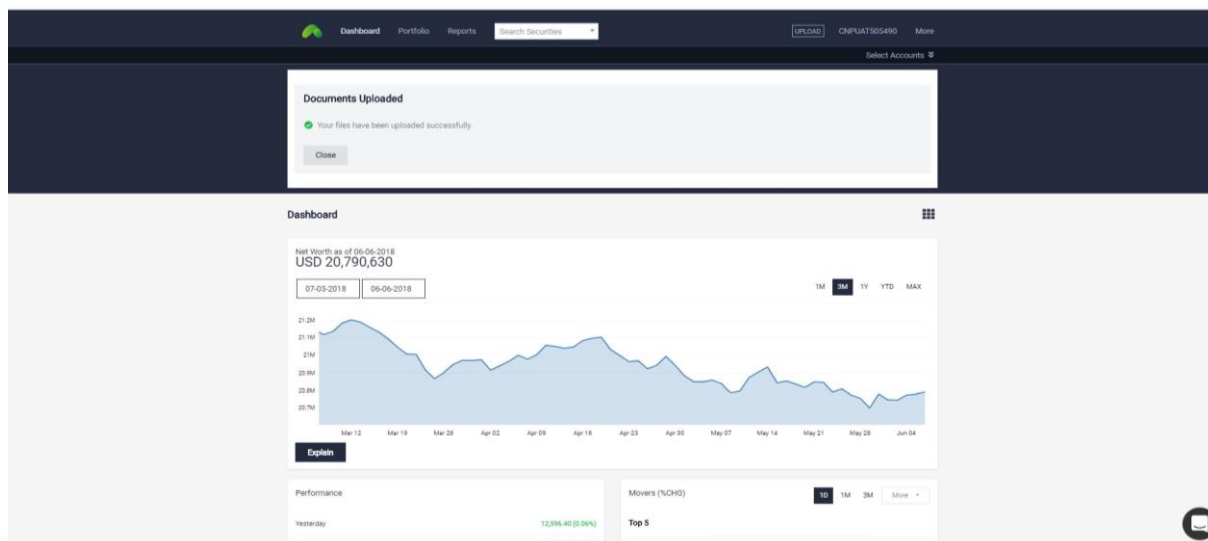
Documents to upload

Name	Description	Password (if Protected)	Actions
DBS PB Statement_Anon.pdf			

UPLOAD **Cancel**

Step 9

Your statement upload to Canopy is completed. You can click "Close".



You will receive an email notification once your statements processing have been completed.

If you need any help please let us know by using the Canopy chat window at the bottom right of your screen to ask us any questions!