

How to Attach Statements

1. In the Manage Portfolio page, click **ATTACH STATEMENTS** for the property you wish to attach statements for.

The screenshot shows the 'My Property Portfolio' page on PropertyDirector.com.au. The user owns 1 investment property with a total equity of \$480,400.00. The property details for 1008/98 Gloucester Street, The Rocks NSW are displayed, including a purchase price of \$440,000.00 and a current valuation of \$935,000.00. The 'ATTACH STATEMENTS' button is highlighted with a red box.

1008/98 Gloucester Street, The Rocks NSW		Apartment / Unit
Purchased April 2009	Purchase Price \$440,000.00	Current Valuation \$935,000.00
Equity: \$480,400.00	Weekly Rent (FY 19-20): \$845.88 p/w	Annual Cashflow (FY 19-20): \$18,510.00

2. On the Attach Statements page, click a folder for the financial year that your statements relate to (e.g. 2019-2020). Click one of the sub-folders corresponding with the type of files you wish to upload (e.g. Income Statements). Once you have selected/highlighted the sub-folder you wish to upload to, click the **UPLOAD FILES** button.

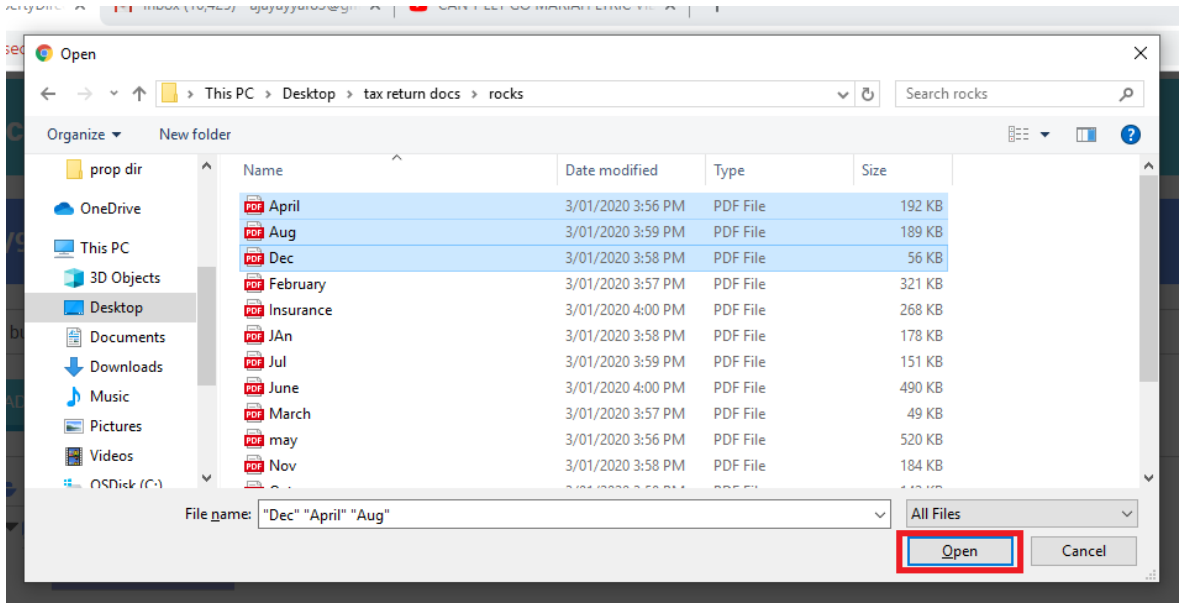
The screenshot shows the 'Attach Statements' page for the property 1008/98 Gloucester Street, The Rocks NSW. The page displays a list of folders for the financial year 2019-2020, including 'Income Statements', 'Expense Statements', 'Loan Statements', and 'Other'. The 'UPLOAD FILES' button is highlighted with a red box.

You can bulk-upload as many files as you like here. Click 'Upload files' after selecting a folder.

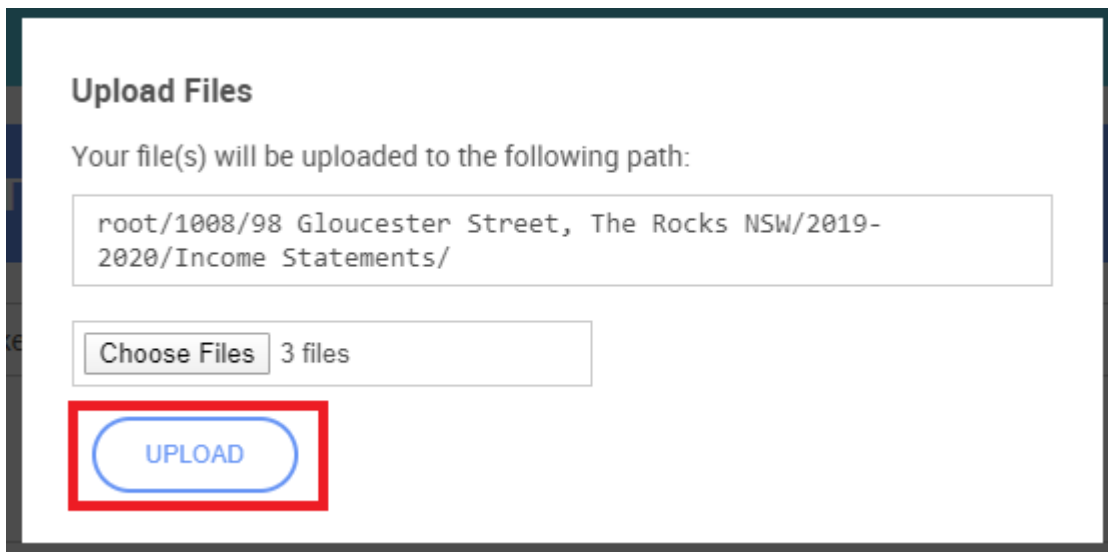
UPLOAD FILES

- 1008/98 Gloucester Street, The Rocks NSW
 - 2019-2020
 - Income Statements**
 - Expense Statements
 - Loan Statements
 - Other
 - 2018-2019
 - 2017-2018
 - 2016-2017

- Once the popup opens, click the Choose Files button. Now, select the relevant file(s) you wish to upload (you can select multiple files at once) and click 'Open'.



- Click the UPLOAD button.



5. Your file(s) will be uploaded and will appear in the folder.

NOTE: the uploaded statements will also be visible in the View Property page and Cashflow Statement Report.

Attach Statements BACK

1008/98 Gloucester Street, The Rocks NSW

You can bulk-upload as many files as you like here. Click 'Upload files' after selecting a folder.

Files uploaded successfully.

UPLOAD FILES

- 1008/98 Gloucester Street, The Rocks NSW
 - 2019-2020
 - Income Statements**
 - April.pdf
 - Aug.pdf
 - Dec.pdf
 - Expense Statements
 - Loss Statements