

# User Guide

## Submitting for Settlement

### PERSONAL LENDING

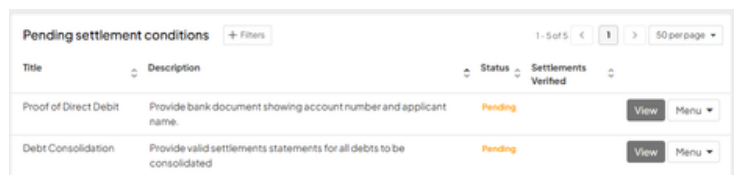
#### Quick tips

1. You can view any outstanding settlement conditions within the application.
2. Easily upload your required documents using the 'Document upload' feature.
3. You must complete all conditions before you can submit to settlements.

### Settlement conditions

- > After the contract has been signed by both parties, your application status will now be 'Signed awaiting conditions'.

Within the application, you will see a number of tasks to complete as part of the pending settlement conditions.

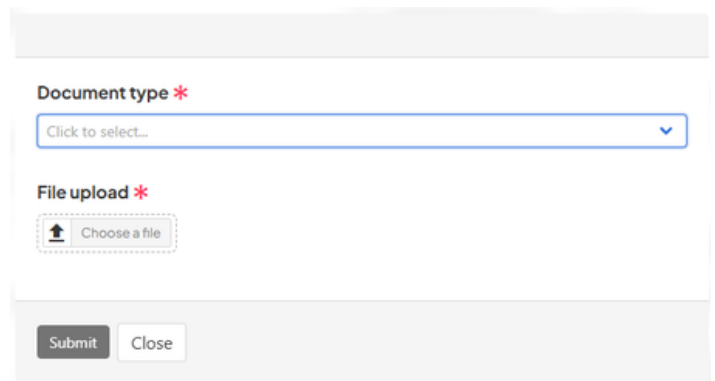


Title	Description	Status	Settlements Verified
Proof of Direct Debit	Provide bank document showing account number and applicant name.	Pending	View Menu
Debt Consolidation	Provide valid settlements statements for all debts to be consolidated	Pending	View Menu

- > To upload documents to resolve a settlement condition, click on 'Menu' next to the condition you want to resolve.

Click 'Upload' which will open the pop-up to select the document type and upload the file.

Once you click 'Submit', the condition will be marked as completed.



Document type \*

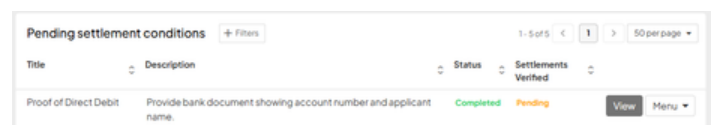
Click to select...

File upload \*

Choose a file

Submit Close

- > If you have a settlement condition that doesn't require a document to be uploaded, click 'Menu' and 'Mark completed'. This will change the status to Completed.



Title	Description	Status	Settlements Verified
Proof of Direct Debit	Provide bank document showing account number and applicant name.	Completed	Pending View Menu

- > If you have any other documents to upload, or want to check what was uploaded, you can review these within the 'Upload documents' tab.



About **Uploaded documents** Disbursement

### Submit to settlement

- > Once you've met all pending settlement conditions, you can submit to settlement.

Submit to Settlement Void Contract

### Need further support?

Contact our dedicated support team on **0800 003 111** or [personal@avantifinance.co.nz](mailto:personal@avantifinance.co.nz). Alternatively, your local Relationship Manager can assist you.