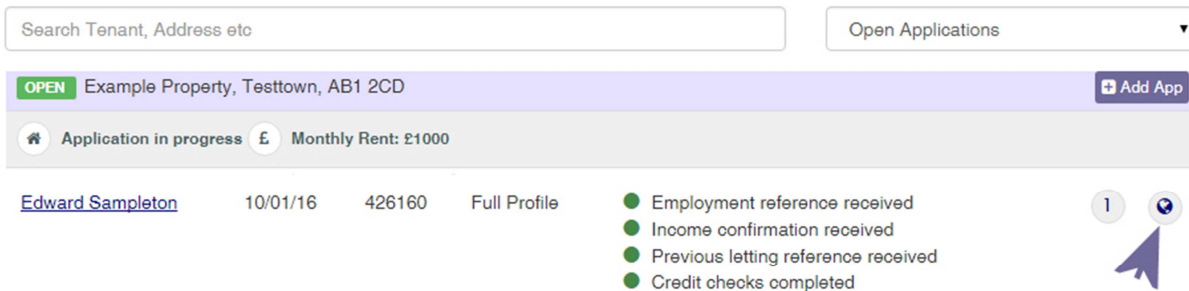


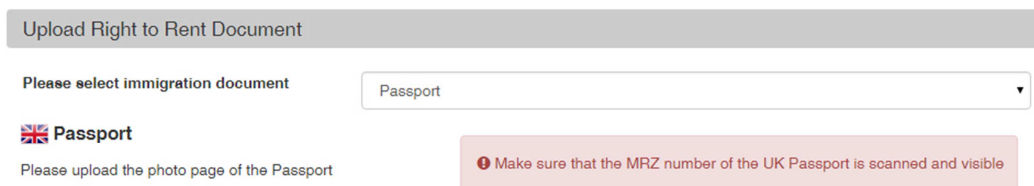
Upload and validate Right to Rent documents

1. Login to your account at www.rentguardtenantref.co.uk and find the relevant tenant application using the search function. You can upload and validate Right to Rent documents as soon as the full details of the tenant have been added to our system.
2. Click the globe icon to navigate to the Right to Rent document upload page.



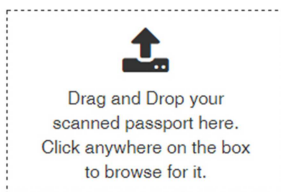
The screenshot shows a search bar with the text "Search Tenant, Address etc" and a dropdown menu labeled "Open Applications". Below this is a purple header bar for "Example Property, Testtown, AB1 2CD" with an "Add App" button. A grey bar below indicates "Application in progress" and "Monthly Rent: £1000". The main content area shows details for "Edward Sampleton" with a date of "10/01/16", a reference number "426160", and a "Full Profile". To the right, there are four green circular status indicators: "Employment reference received", "Income confirmation received", "Previous letting reference received", and "Credit checks completed". A mouse cursor is pointing at a globe icon with a "1" next to it.

3. Select the type of document you wish to upload. You can upload and validate UK or international passports, EU ID cards, biometric residence permits or visa documents.

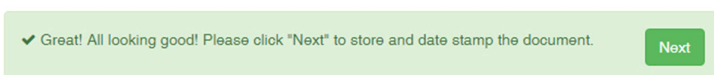


The screenshot shows a form titled "Upload Right to Rent Document". It has a dropdown menu labeled "Please select immigration document" with "Passport" selected. Below this is a "Passport" label with a UK flag icon and the instruction "Please upload the photo page of the Passport". A red warning box contains the text: "Make sure that the MRZ number of the UK Passport is scanned and visible".

4. Click the image uploader to browse for the ID document on your computer.



5. Follow the on screen instructions to scan the image and validate the document. Once the process is complete you will see a green 'success' message or on screen instructions if the image is not clear enough.



After successful validation, the document will be securely stored in your account and date stamped. If you wish, you can print or save the page as proof that the check has been carried out.