

# Uploading Supporting Documents via the Payments menu

## ANZ Transactive – Global: Upload Documents

Supporting documents can be uploaded for **selected payment types** and **geographies**.

Only **one file** can be selected and uploaded **at a time**.

Up to **5 files** can be uploaded to a beneficiary instruction.

- Go to **Beneficiary Details icon** in your Payments screen.
- Scroll to **Supporting Documents** and Click **Upload Document**.
- Search and select your document with the following **criteria**.
  - **Allowed Formats**: .doc, .docx, .jpg, .jpeg, .pdf.
  - **Size Limit**: 5 files, 15MB in total.
  - **File Names**: Up to 100 characters including the extension
  - **Daily Limit**: 100 files, max 100MB.
- Uploaded documents will appear in the **File Name** section.
- Click **Save**.

For more information, please refer to: <https://help.online.anz.com/hc/en-au/articles/35695361693977-Payment-Parameters>

