# How do I Upload my verification and proof of payment documentation

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## 1. Login to myIFXBrokers.

2. From the Dashboard navigate to the MY PROFILE section from the SIDE MENU.

- 3. Expand the "UPLOAD DOCUMENTS" tab.
- **4.** Select the **TYPE** of document you wish to upload, drag and drop the image and **SUBMIT.**



## **IMPORTANT!**

For prompt approval of documents, please ensure that documents are uploaded to the correct category:

- Proof of ID | Proof of Residence | Deposit Verification
- Document approval status can be viewed in the STATUS bar

### IF YOU ARE EXPERIENCING DIFFICULTIES UPLOADING YOUR DOCUMENTS, WE ARE HERE TO HELP. PLEASE FOLLOW THESE TROUBLESHOOTING STEPS:

#### - Use a supported file format:

Ensure that you are uploading your documents in a supported file format such as PDF, JPG, or PNG. If your file is in an unsupported format, consider converting it to one of the supported formats before attempting to upload. - Check your internet connection: Ensure you have a stable and reliable internet connection to avoid any interruptions during the document upload process.

If you have followed these troubleshooting steps and are still unable to upload your documents, please reach out to our support team at support@ifxbrokers.com. Alternatively, you can email your documents directly to docs@ifxbrokers.com, and our team will assist you by uploading the documents on your behalf.

