🧭 Within this how to guide all the images will display the steps highlighted in orange.

STEP 1

Login to your FoundU profile via the FoundU App or using your internet browser



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Welcome Back Foundu () ID:16	You have not setup your foundU Clock app passcode Setup your passcode >	Your TFN d completion Complete
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Select the 'Hamburger menu' in the top left corner

STEP 3

Click on 'View Profile'



Click on 'Documents'

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Profile		
Confidential Details		
릝 Payslips	Financial Details	ATO Documents
🙊 Personal Details	Address	
Details		
Apply for Leave	Documents	③ Clock Passcode
S Qualifications	🕷 Achievements	🕈 Description & Skills
Active Devices	J Other	Change Password
🕒 Logout		

STEP 5

Select a file type to update

Edit Docur	nents Details		
	o upload or update your documents - Select a file type - fill in the expiry date if applicable then upload your file 1 are replacing a document, the current file will be archived and viewable below in the Archived Files section below		
	Document Update		
	File Type		
	File Type Select a file type to update		
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Select the relevant ID type ie: Drivers Licence

STEP 7

Remove old photo ID and upload new version

Add relevant information e.g. license number and expiry

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