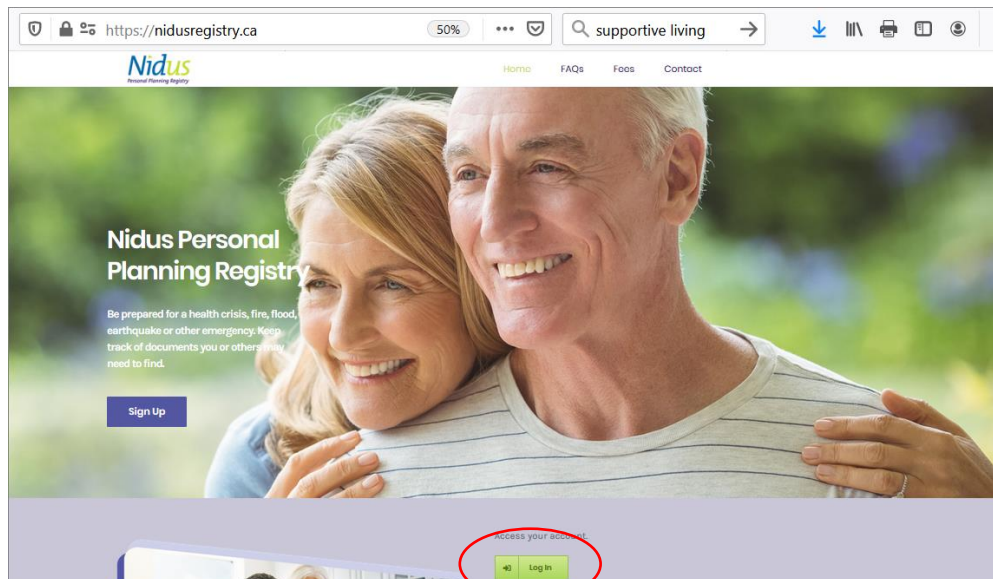


Uploading a Document – for Existing Personal Planning Registration.

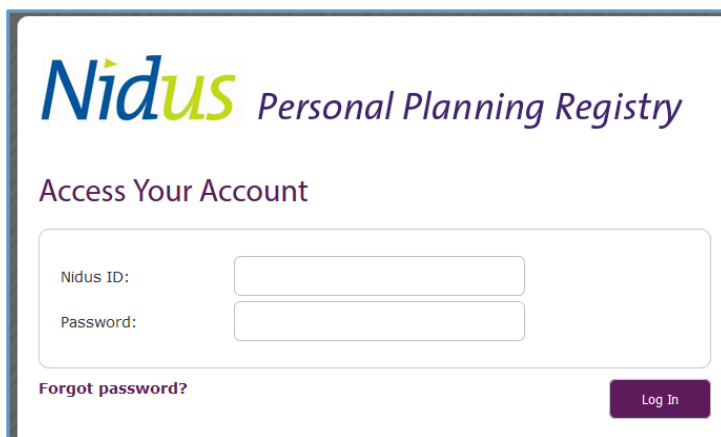
If you selected ‘Later’ when you registered information about a document (e.g. Representation Agreement, Enduing Power of Attorney), these instructions explain how to upload for the existing registration, at no extra cost.

Note: to upload, you need to get the completed document scanned in PDF format, as one file, not individual pages. See the end for ‘Tips on Scanning.’

1. Click for the Registry home page – <https://nidusregistry.ca/> scroll down to Log In button



2. At the Access Your Account page – enter the Nidus ID and password you made when you created the Registry Account. Click Log In.



If you forgot the password, click the link.

Enter the Nidus ID and click Re-set Password.

You will get an email to the email you entered when you created the Registry Account. Check your Junk Folder in case. The email will have a link to make a new password. The link expires after 24 hours (a security measure). If this happens, repeat the steps.

When you have made a new password, return to Access Your Account and enter the Nidus ID and password. Click Log In

- Once you have logged in you will come to the Welcome page. Click on the title of the registered document.

Welcome Sylvia

My Current Registrations

My Personal Information Record

View My Record Print My Record Last Reviewed (m/d/y) 11/02/14

My Personal Planning Documents

| | Document # | Date Signed (m/d/y) | Last Reviewed (m/d/y) |
|---------------------------------|------------|---------------------|-----------------------|
| Representation Agreement | 2942048-1 | 05/30/14 | 11/03/14 |

My Other Documents

| | Date Created (m/d/y) | Last Reviewed (m/d/y) |
|--|----------------------|-----------------------|
|--|----------------------|-----------------------|

In order to store a copy of your document in the Registry, you need to get it scanned in **PDF format** – as one file, not separate pages. You may have it saved on your computer or a USB stick.

- See container for Document Location & Access. Click 'Edit Information.'

Document Location & Access **Edit Information**

Location of Original Document: **Sylvia Star**
 Address 1: **555 Constellation Ave.**
 City: **Milky Way**
 Province: **British Columbia**
 Country: **Canada**
 Postal Code: **V1V 1V1**
 Phone: **555-666-7777**
 More Details: **third drawer of china cabinet**
 Uploaded File: **No file** ←
 Allow Financial & Legal: **No**
 Allow Health & Personal: **Yes**
 Permit allowed to access copy: **No**

Beside Uploaded File it says 'No File.'

When you click Edit Information, the Browse button will appear to let you upload the scanned document.

Click on Browse and find the PDF document on your computer/USB stick and click/open it.

Make sure you select the correct document.

When the file name appears beside Browse button, click 'Save Changes.'

5. **Click Return to the Account** and you can **click on the link again** and see that beside 'Uploaded File' it will say **View Document** (it's a link to view your PDF).

SCANNING TIPS

Uploading a copy of the RA to the Nidus Registry is optional but highly recommended.

If you do not have the completed RA scanned, you can still register information. It is a good idea to register as soon as possible. You can upload 'Later' for an existing registration as explained above..

To upload, you need the completed RA scanned in PDF format as one file, not separate pages. Many home scanners can only do one page at a time. Check the settings on the scanner. If you have individual pages in PDF format saved to your computer, or JPG images (e.g. from phone photos), use this program to combine into a single PDF file – <https://imagetopdf.com/>

There are software programs and mobile phone Apps that can scan. Older phones and operating systems may not work to download app. Here is one suggestion of an App for an iPhone:

Genius Scan (<https://apps.apple.com/us/app/genius-scan-pdf-scanner/id377672876>). You still have to take a photo of one page at a time, but it is easy to save as one PDF. And then email it to yourself and upload it from your computer as described above.