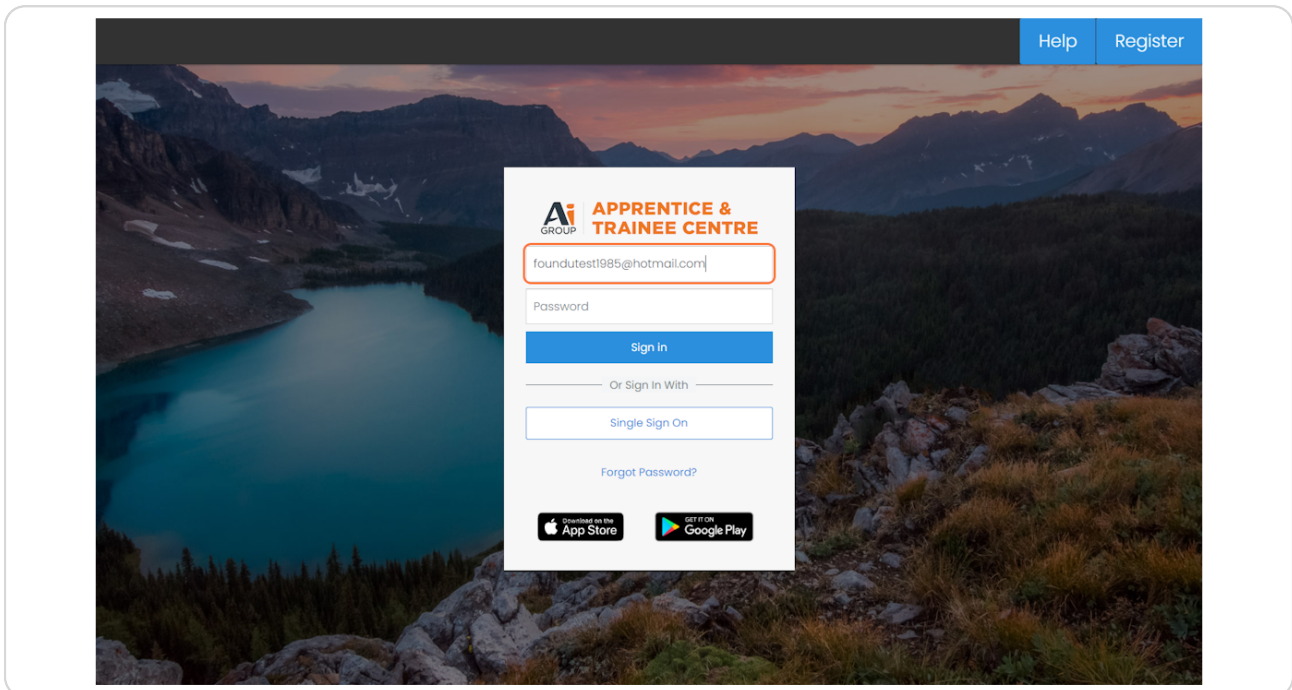


 Within this how to guide all the images will display the steps highlighted in orange.

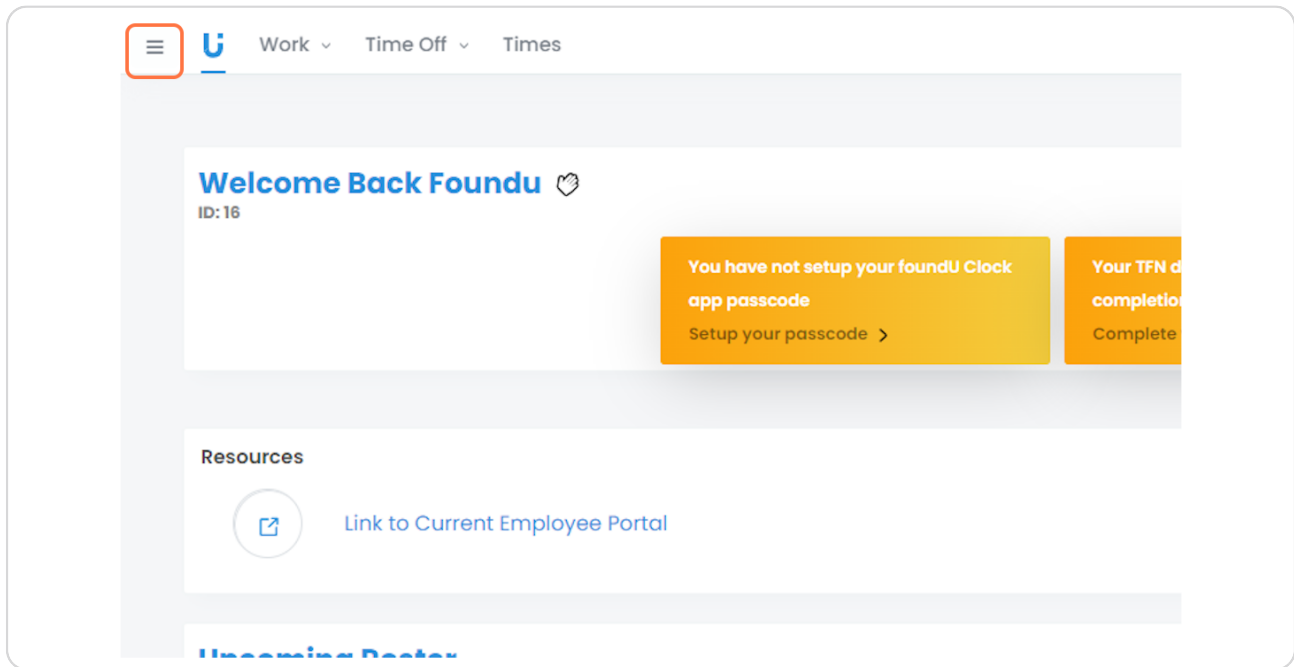
STEP 1

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



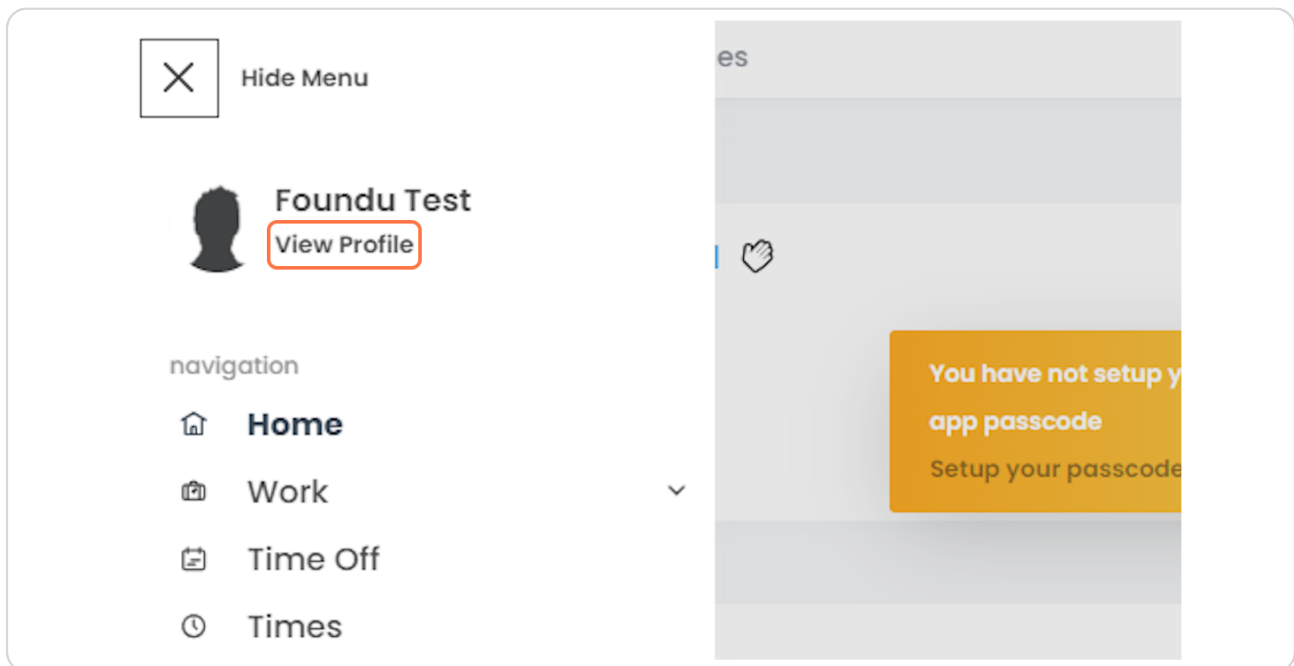
STEP 2

Select the 'Hamburger menu' in the top left corner



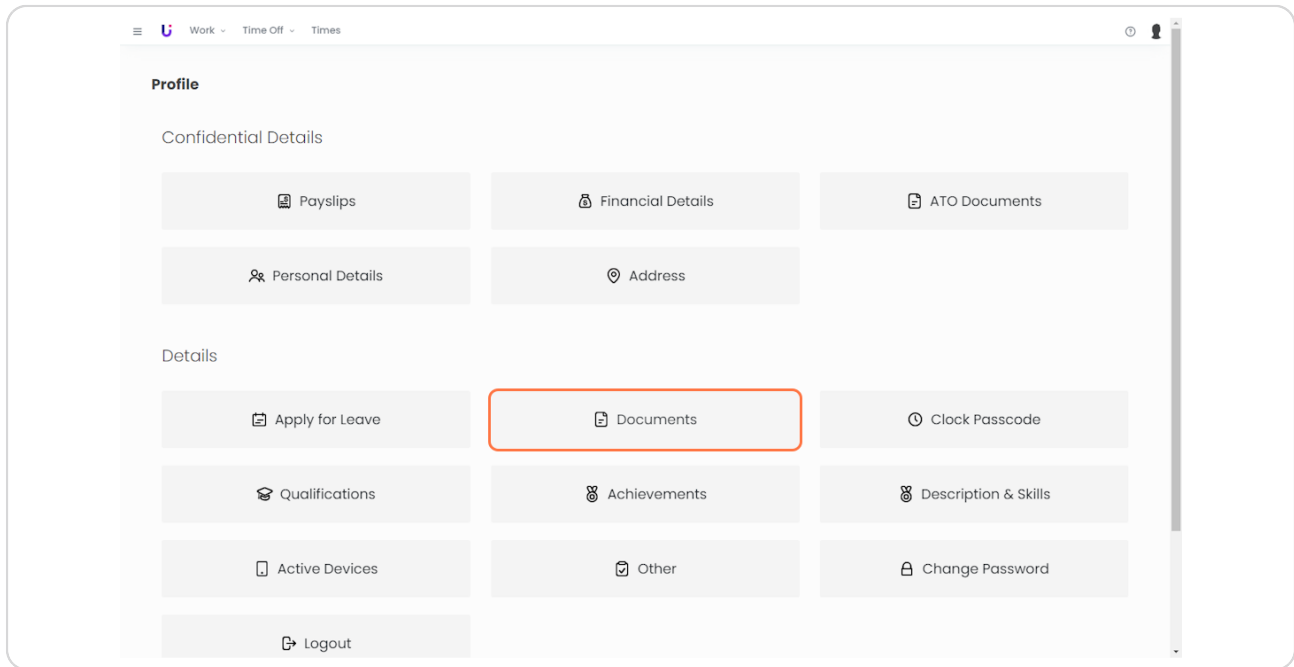
STEP 3

Click on 'View Profile'



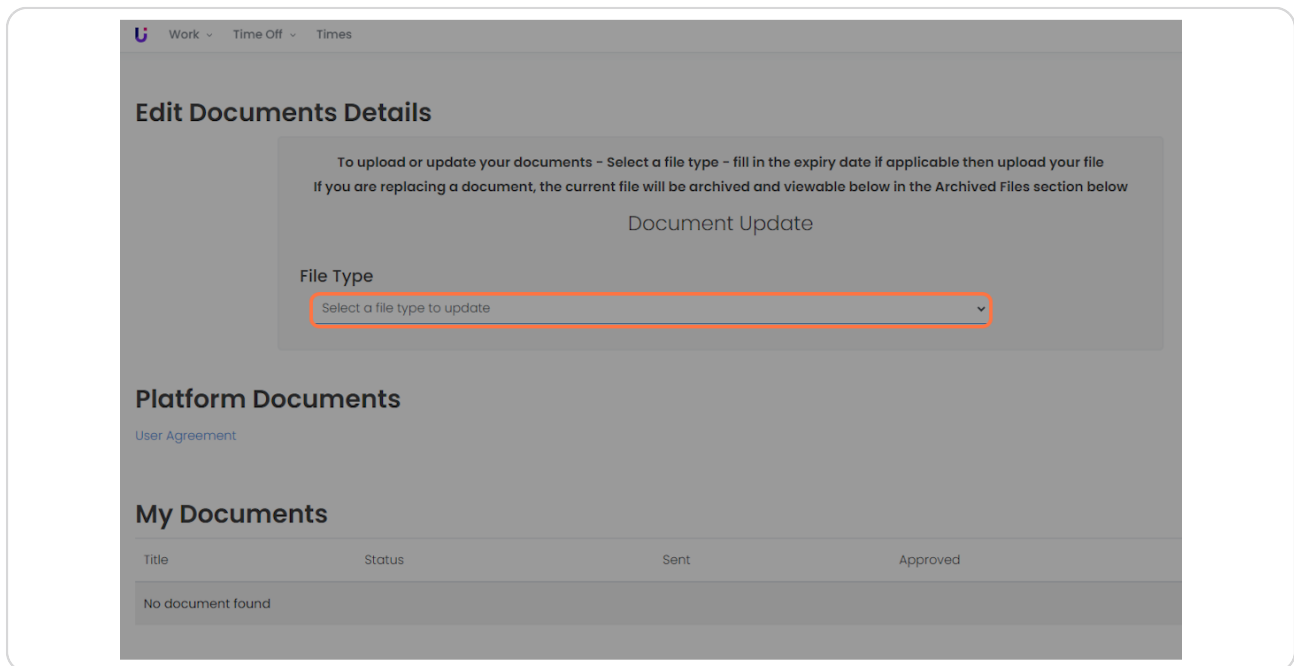
STEP 4

Click on 'Documents'



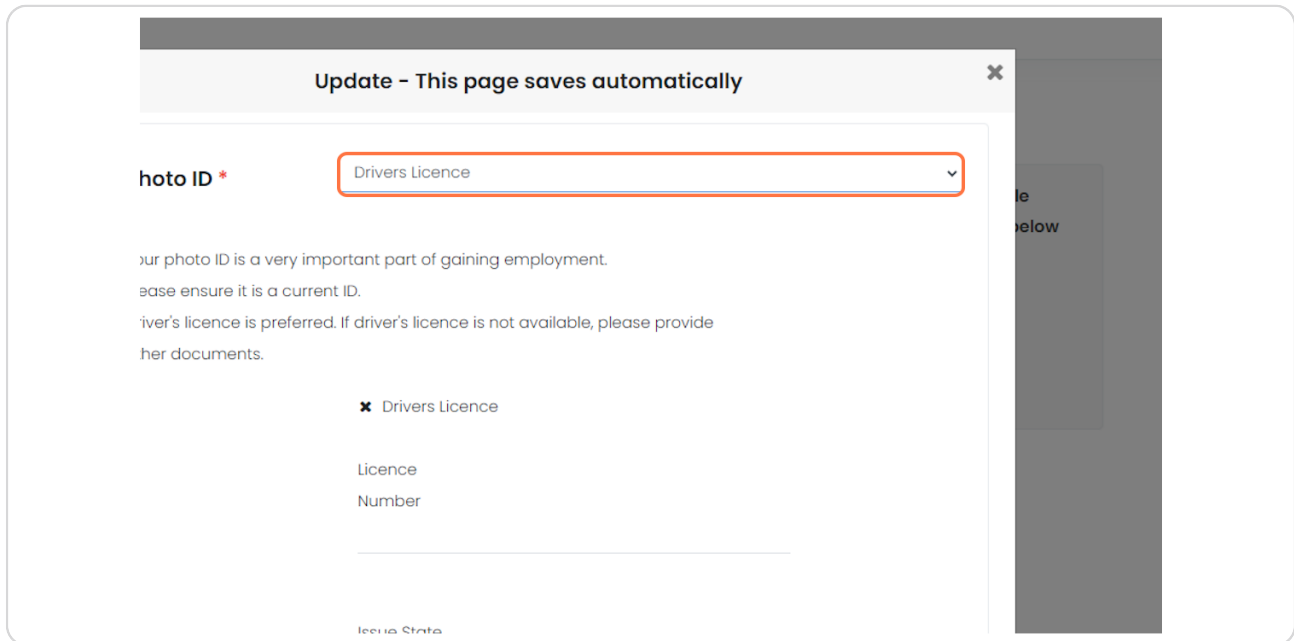
STEP 5

Select a file type to update



STEP 6

Select the relevant ID type ie: Drivers Licence



Update - This page saves automatically

Photo ID * Drivers Licence

Your photo ID is a very important part of gaining employment.
Please ensure it is a current ID.
Driver's licence is preferred. If driver's licence is not available, please provide other documents.

Drivers Licence

Licence Number

Issue State

STEP 7

Remove old photo ID and upload new version

Add relevant information e.g. license number and expiry

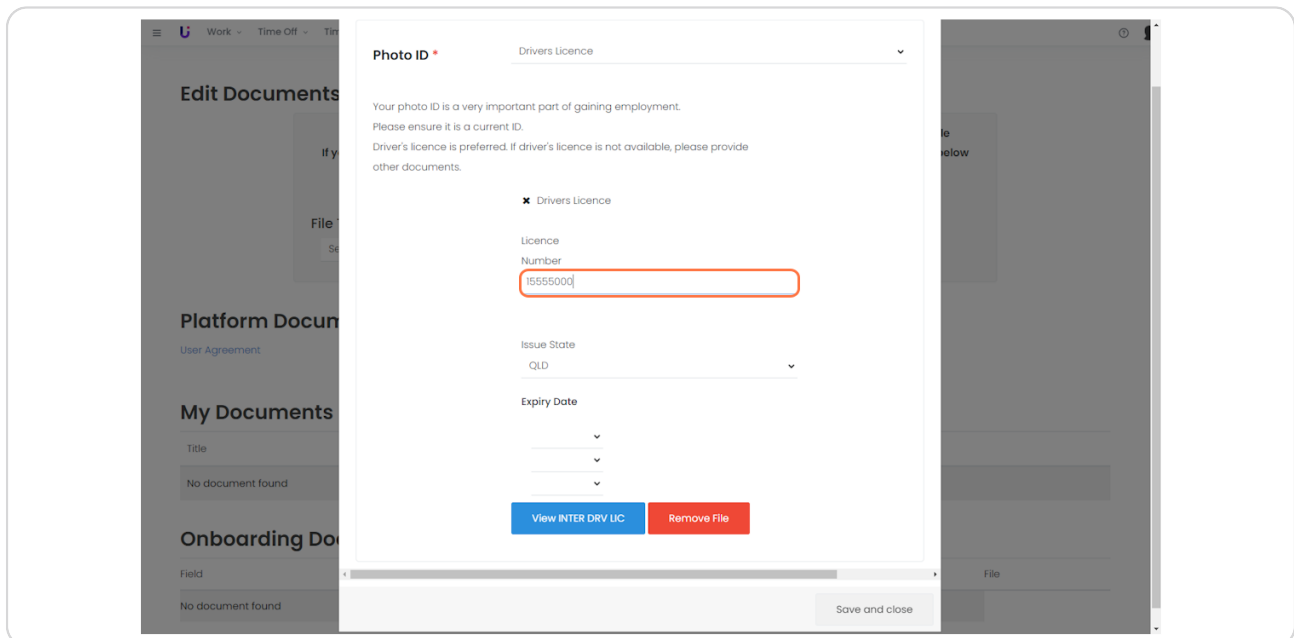


Photo ID * Drivers Licence

Your photo ID is a very important part of gaining employment.
Please ensure it is a current ID.
Driver's licence is preferred. If driver's licence is not available, please provide other documents.

Drivers Licence

Licence Number
15555000

Issue State
QLD

Expiry Date

[View INTER DRV LIC](#) [Remove File](#)

Save and close

STEP 8

This page will save automatically but you can select 'Save and Close'

Update - This page saves automatically

Photo ID * Please Select ID Type

Your photo ID is a very important part of gaining employment.
Please ensure it is a current ID.
Driver's licence is preferred. If driver's licence is not available, please provide other documents.

Drivers Licence

Licence Number
155550000

Issue State
VIC

Expiry Date
13th
August
2032

Choose File File: LICENCE.jpg