

Check your first documents

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Loupe looks over a document for signs it was changed after it was made: edited figures, pasted text, swapped pages, and details that don't hold up. You can send one document or a whole set from the same person.

Before you start

Your organisation needs Loupe switched on, and you need permission to send checks. If you can't see Loupe in the product switcher, ask an owner of your organisation.

1

Open Loupe

Go to **Loupe** > **Checks**

You land on **Document checks**, with the place to send documents at the top.

2

Add the documents

Drop the files onto **Drop payslips, statements or bills here**, or press **Choose files**. Loupe takes:

- PDFs
- scans and photos, including ones taken on a phone
- Word and Excel files
- emails
- a ZIP of any of these

Send the documents one person gave you together, so they're checked and decided as one.

3

Check them

Look over the list under the drop area, press the cross beside anything you didn't mean to add, then press **Check documents**.

4

Wait a moment

The check opens and shows its progress. You can leave the page and come back, and it carries on without you.

5

Read the result

The result at the top says **Nothing found** or **Needs a look**. See [Read what Loupe found](#) for what to do next.

If something goes wrong

It says **Couldn't check**.

The file may be damaged or have a password on it. Ask for another copy without a password, then press **Send another copy** and send that one.

It says it's taking longer than usual.

Large files and long statements take a little longer. Reload the page in a few minutes to see the result.

There's no place to send documents.

You can see checks but not send them. Ask an owner of your organisation to give you permission to send checks.