



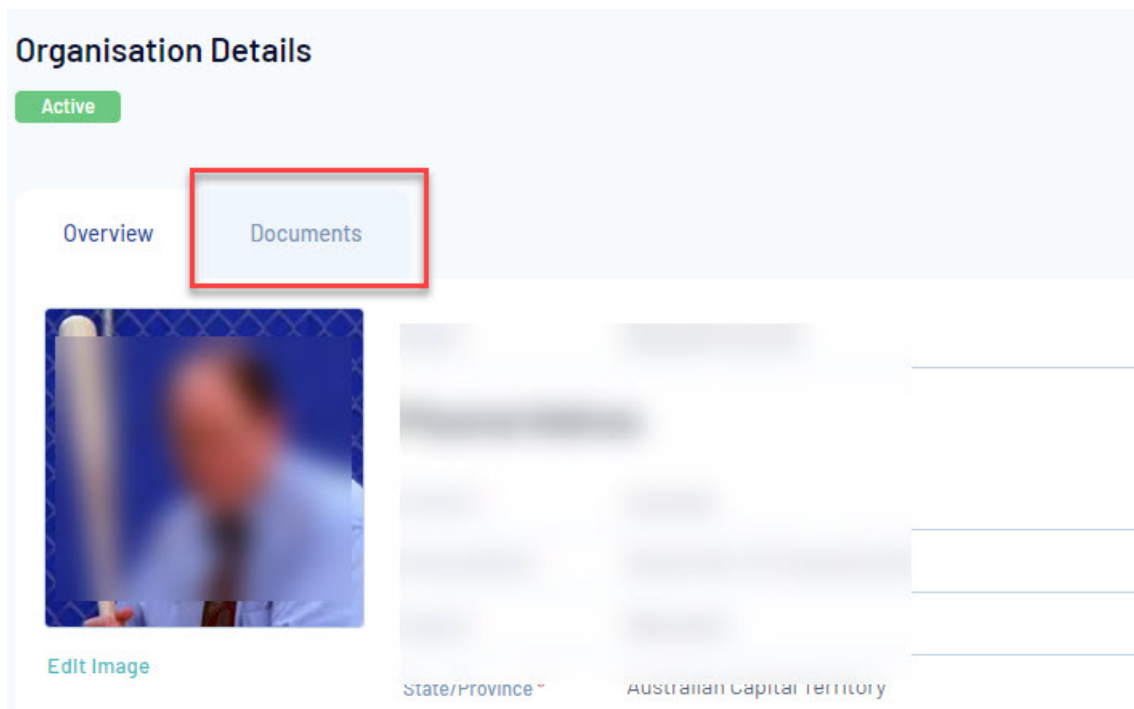
How do I upload documents for my organisation?

Last Modified on 14/04/2021 3:22 pm AEST

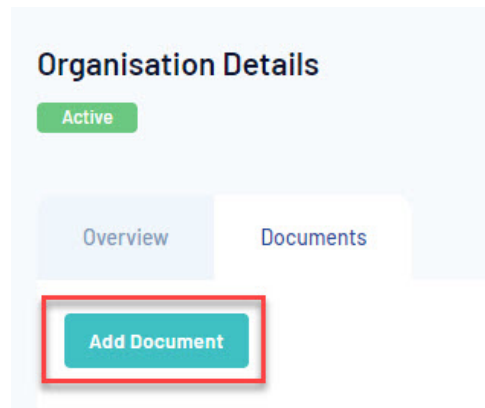
Administrators have the ability to upload documents for their own organisation that will appear on the Organisation Details page. Organisations sometimes need to upload documents for proof of insurance, bank details etc.

For FAQ's related to document uploads please click [here](#).

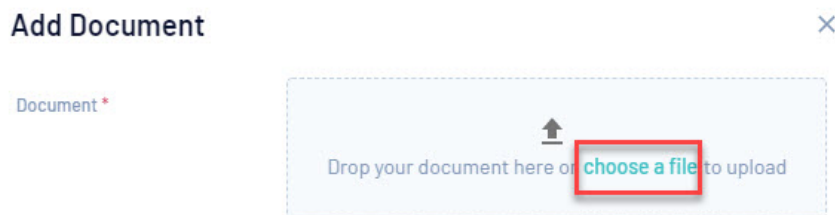
1. Log into your organisation.
2. Click the arrow against MY ORGANISATION.
3. Click on **ORGANISATION DETAILS**.
4. Click on the **DOCUMENTS** section.



5. Click **ADD DOCUMENT**



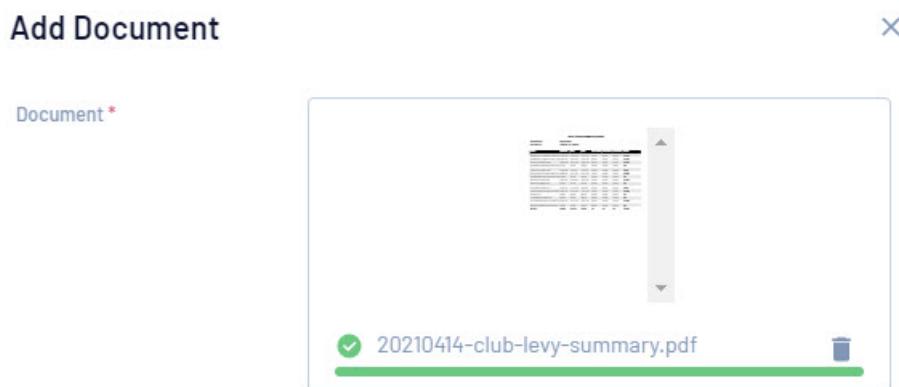
6. To select your document click **CHOOSE A FILE**



7. Select your document

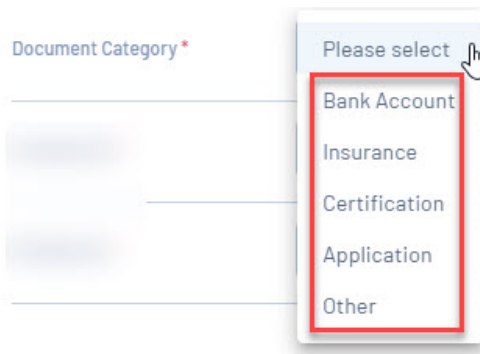
If the file size or format is not accepted, an error message will appear in **red and disappear after a few seconds** - check the file size and format and then re-upload

8. If your document has been downloaded successfully it will be show in **green** - to delete or change the document click the bin button and reselect a file.

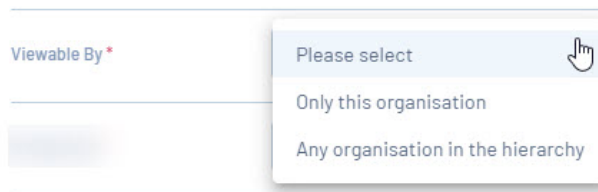


9. **NAME** the document - you can also add a description of the document if needed

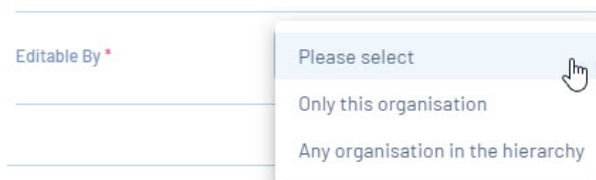
10. Select the **DOCUMENT CATEGORY**



11. Select who this document can be **VIEWED BY**



12. Select who this document can be **EDITABLE BY**



13. Click **SAVE**

This document now appears in the document listing

Organisation Details

Active

Overview Documents

Add Document

Search for... 🔍 ⚙️

Name	File Type	Size	Category	Source	Date/Time Added	Date/Time Updated	Action(s)
flya	jpg	52.47 KB	Certification	Admin	April 23rd 2020, 12:42 pm (AEST)	March 24th 2021, 5:27 pm (AEST)	View ▾
normal	png	358.96 KB	Application	Admin	May 14th 2020, 9:22 am (AEST)	May 14th 2020, 9:22 am (AEST)	View ▾
abnormal	png	467.8 KB	Other	Admin	May 14th 2020, 9:24 am (AEST)	May 14th 2020, 9:24 am (AEST)	View ▾

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