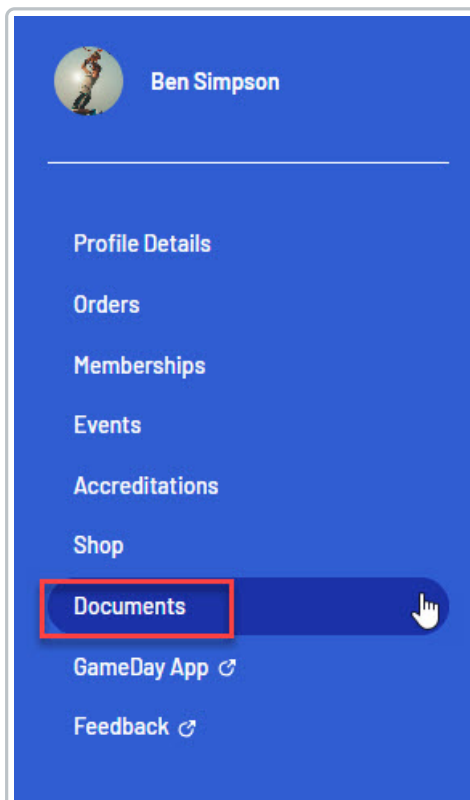


How do I view and upload documents to my member profile?

12/09/2025 10:45 am AEST

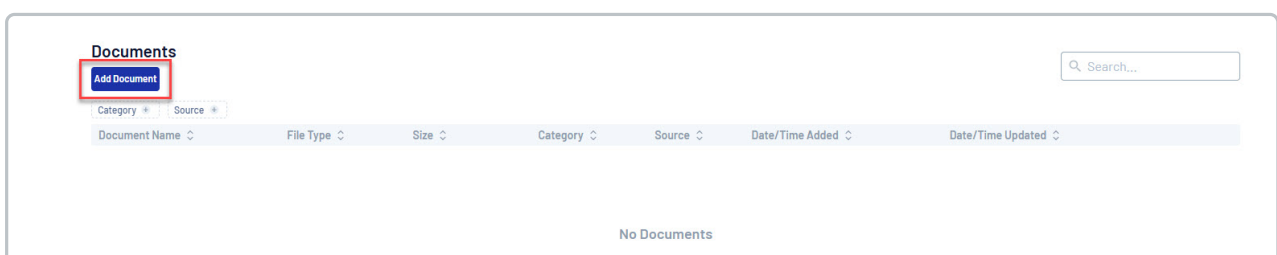
Members have the ability to upload and view documents within their member profile. This section will also display any documents previously uploaded to the member profile via the admin portal.

1. To log into your member profile, [click here](#).
2. Once logged into your member profile, click on the **DOCUMENTS** menu.



3. To add a document, click the **ADD DOCUMENT** button.

Any previous documents added to the profile will be listed here.




4. Fill in all relevant fields - all fields with an asterisk (*) are required and must be filled in.

- For the **DOCUMENT** field, **choose a file to upload** or drop your file into the field.
- Add a **NAME** for the document.
- Select the **CATEGORY** that the document falls under. If unsure, just use the **OTHER** option.
- The **VIEWABLE BY** field is a read-only field.

Add Document to this Member

Document *



Drop your file here or [choose a file](#) to upload

Document Name *

Please Enter...

Document Description

Please enter...

Document Category *

Please Select...

Viewable By *

Any Parent Organisation in the hierarchy & Member Profile Portal

Cancel

Save

5. Click **SAVE** once all fields have been filled out.

The document will now appear within the document list.

To **DELETE** a document, click the **DELETE** button next to the document. This can only be done for documents uploaded via the member profile directly. Please contact your organisation if you wish to delete another document that was previously uploaded via the admin portal.