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

22/09/2025 11:56 am AEST

Overview

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.

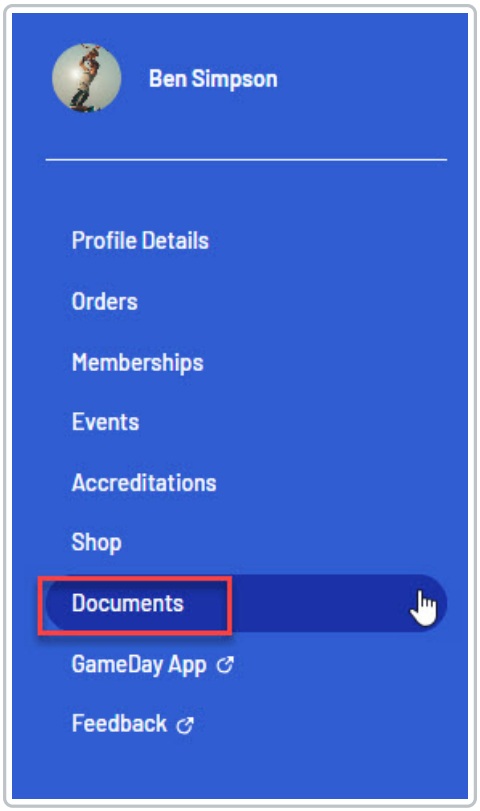
Step-by-Step

Step 1: Login to your Member Profile

To log into your member profile, click here

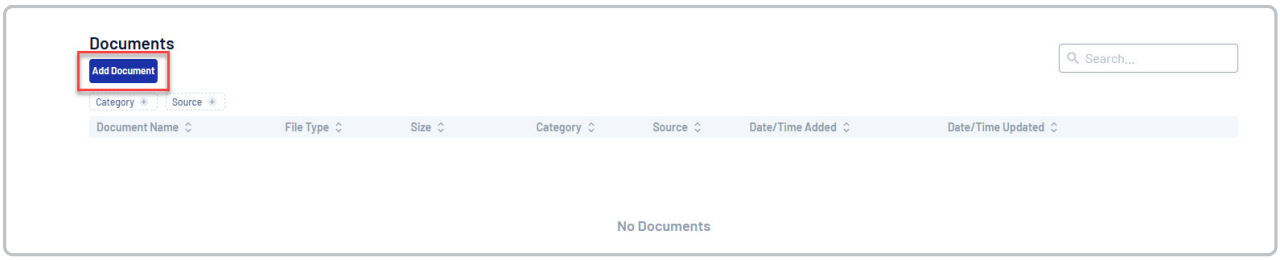
Step 2: Navigate to your Documents list

Once logged into your member profile, click on the **DOCUMENTS** menu



Step 3: Add a document

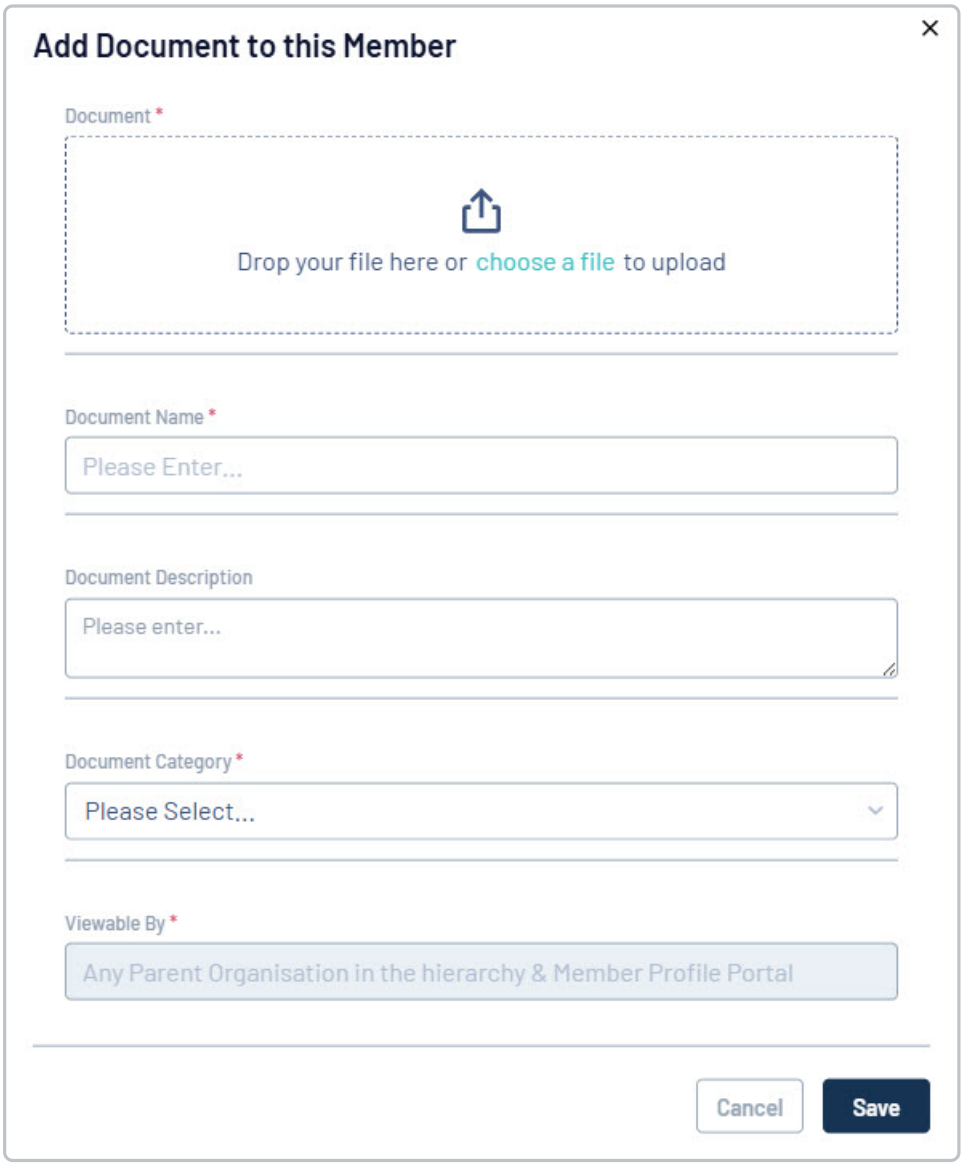
To add a document, click the **ADD DOCUMENT** button



Step 4: Complete the document details

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.



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

The document will now appear within the document list.