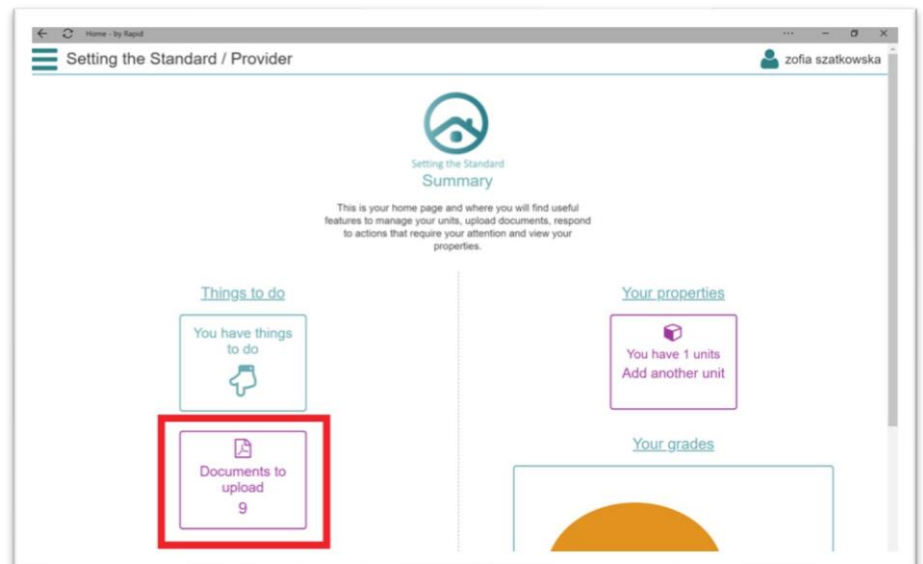


How to upload certificates

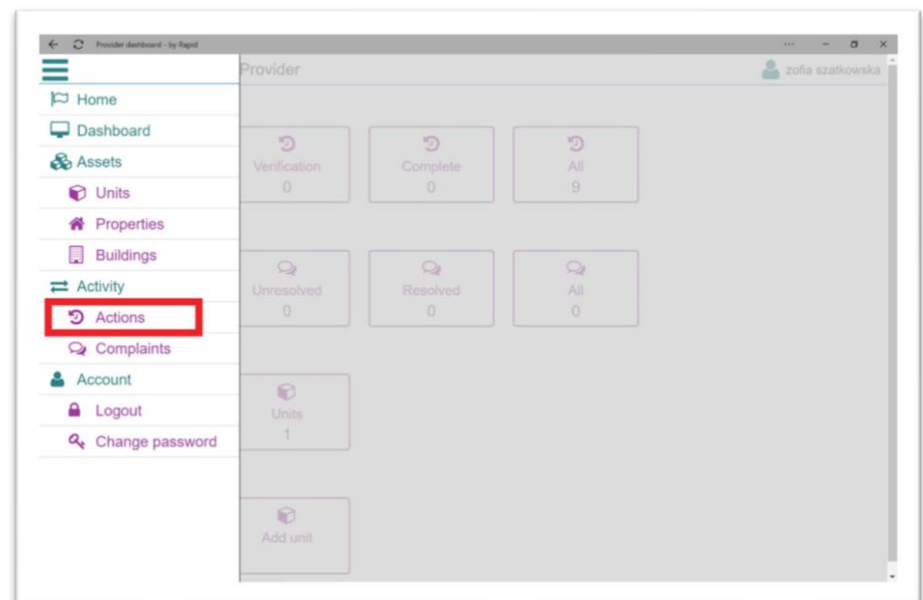
These instructions will show you how to upload certificates for your property

There are three ways to upload documents and certificates:

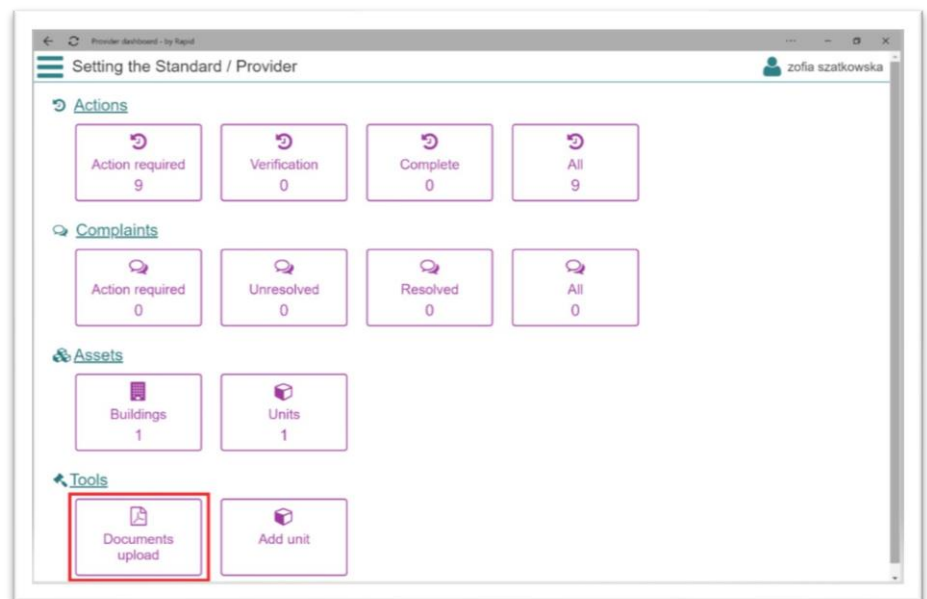
1. Through the welcome page- click on the documents to upload (highlighted with the red box)



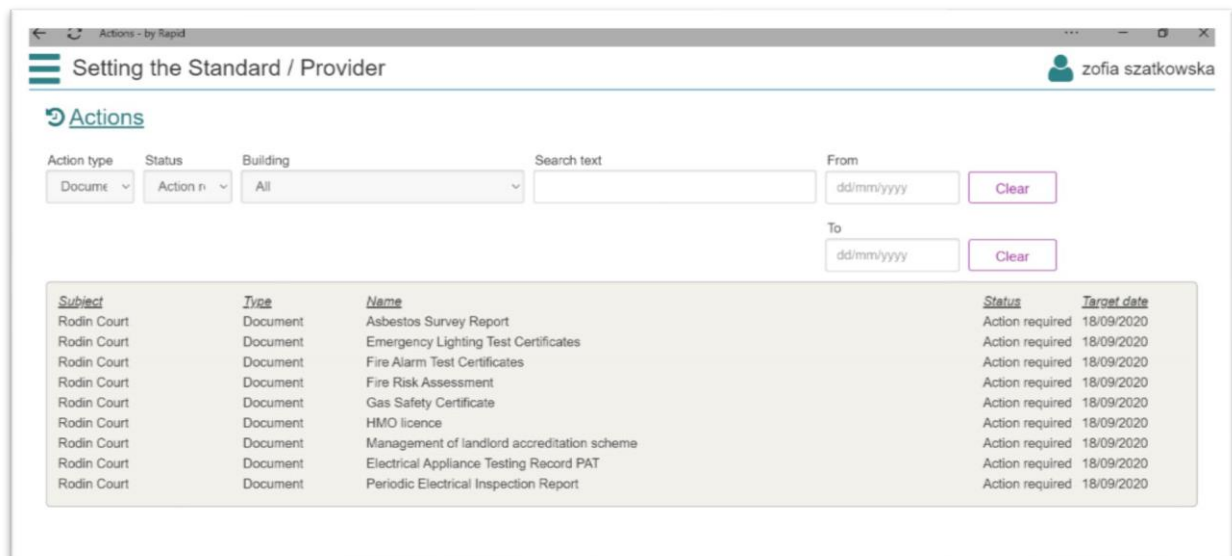
2. Through the side menu- click on the three lines and then actions



3.Or through the main dashboard- click on documents to upload at the bottom left of the page



This will take you through to the actions page where all properties are listed and the document that is required against that property



Click on the document that you want to upload, and 2 option boxes will appear below:

Setting the Standard / Provider

zofia szatkowska

Actions

Action type: Document Status: Action n Building: All Search text: From: dd/mm/yyyy Clear To: dd/mm/yyyy Clear

Subject	Type	Name	Status	Target date
Rodin Court	Document	Asbestos Survey Report	Action required	18/09/2020
Rodin Court	Document	Emergency Lighting Test Certificates	Action required	18/09/2020
Rodin Court	Document	Fire Alarm Test Certificates	Action required	18/09/2020
Rodin Court	Document	Fire Risk Assessment	Action required	18/09/2020
Rodin Court	Document	Gas Safety Certificate	Action required	18/09/2020
Rodin Court	Document	HMO licence	Action required	18/09/2020
Rodin Court	Document	Management of landlord accreditation scheme	Action required	18/09/2020
Rodin Court	Document	Electrical Appliance Testing Record PAT	Action required	18/09/2020
Rodin Court	Document	Periodic Electrical Inspection Report	Action required	18/09/2020

View details Upload

1. The first box is view details where you view what the requirements are for that document

Setting the Standard / Provider

zofia szatkowska

Asbestos Survey Report

Subject: Rodin Court

Type: Document

Status: New Target date: 18/09/2020

Description: There is no currently valid Asbestos Survey Report for Rodin Court

Remedy: Please provide a valid Asbestos Survey Report for Rodin Court

Supporting documentation

Affected units

Notes

Close Help

2. The second box opens the upload page

To upload your document, you need to fill in the expiry date of your document and then upload a copy of that document.

This can be done by either dragging and dropping your file into the grey box- 'Drop here to upload' OR by click on that same grey box which opens your desktop file storage.

Upload asbestos survey report

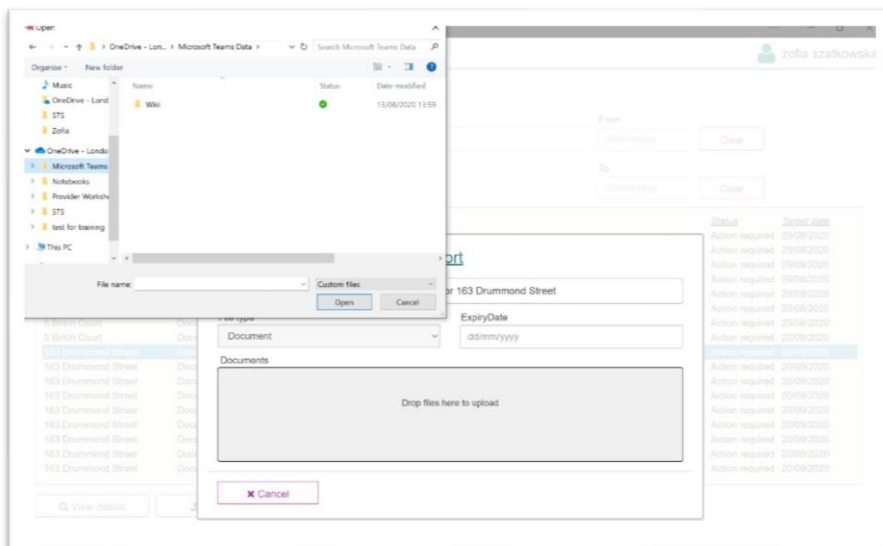
Please provide a valid Asbestos Survey Report for Rodin Court

File type: Document ExpiryDate: dd/mm/yyyy

Documents

Drop files here to upload

Cancel



Once your desktop file storage is open simply double click on the document you want to upload, and it will load into the grey box.

If you have uploaded the wrong file you can click on the remove file underneath your document in the grey box.

Once that is complete click on the send button and it will be sent for verification.

The app will then take you back to the actions page where you can continue uploading further documentation for your property

Subject	Verification	Type	Name	Status	Target date
163 Drummond Street		Document	Asbestos Survey Report	Verification	20/09/2020

If you wish to check that the document has been sent, in the actions page you can select the filter of status and then verification to pull up all documents that are in the queue to be verified.

Once a document is verified the status will change to Complete.

If a certificate is rejected for any reason, it will appear as an action required document, to review any reasons for rejection, click on the view box and then re-submit using the upload button.

If you have any queries in regards to any
documentation please contact us at
SupportSTS@ealing.gov.uk