



Attach audit documents

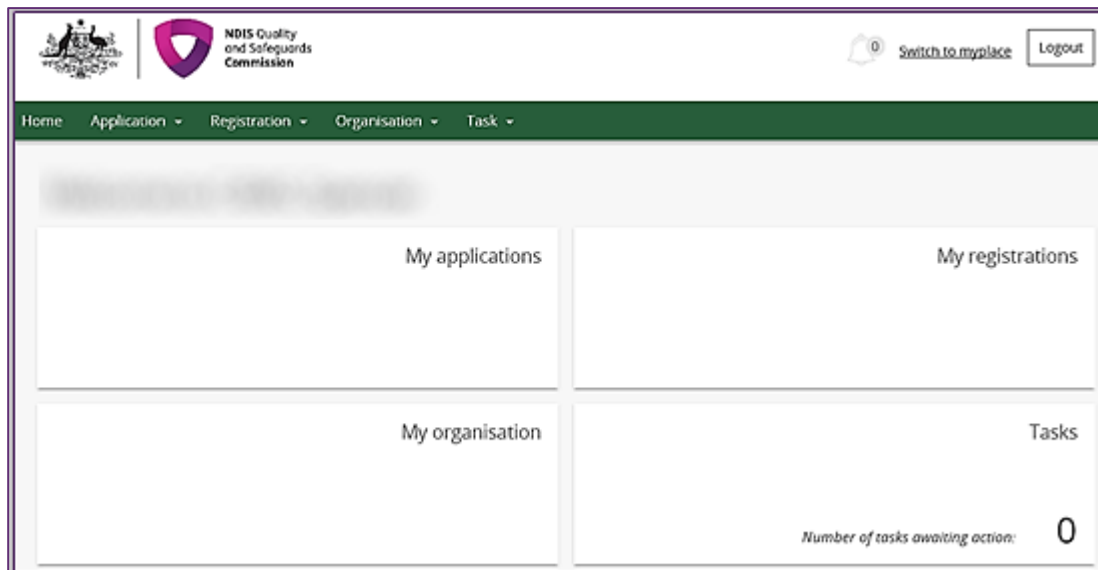
Quick Reference Guide - Auditor



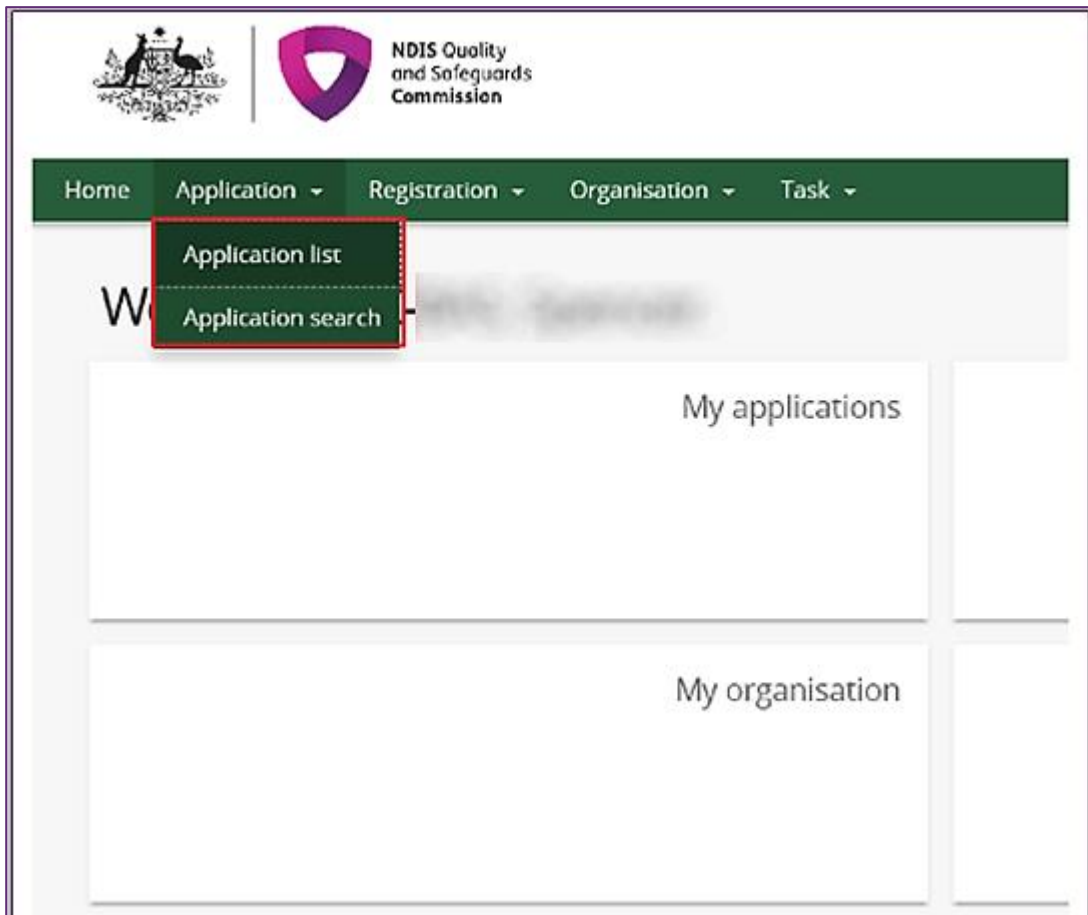
This guide demonstrates how to attach audit documents.

Attach audit documents

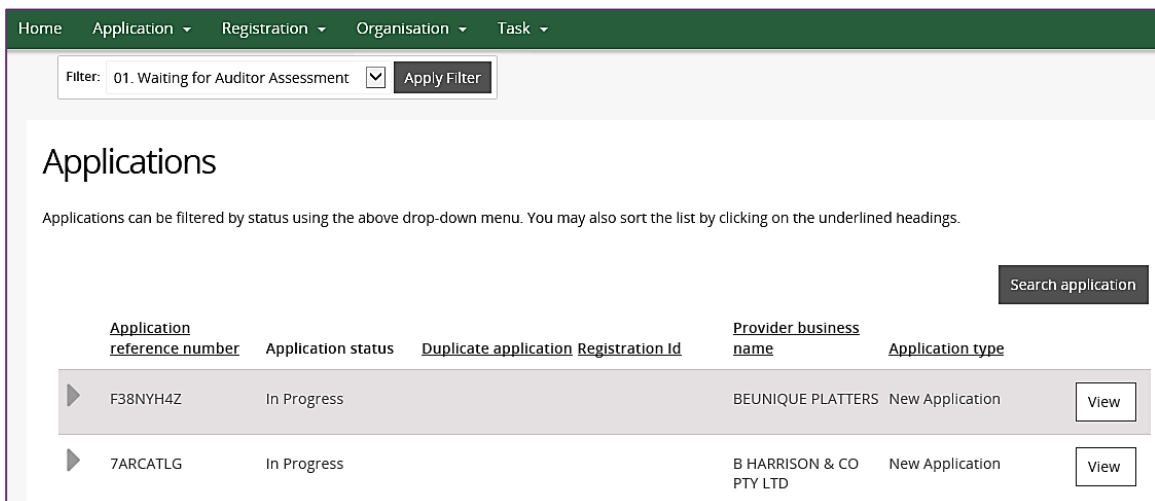
1. Log into NDIS Commission Portal.



2. Select **Application** then **Application list Or Application Search**.

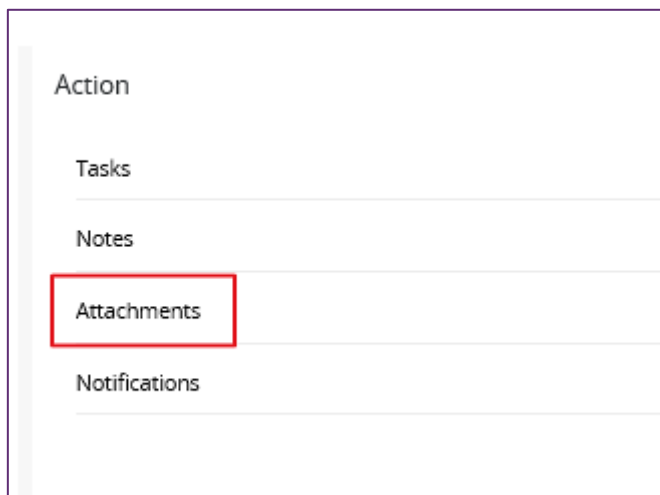


3. Select **view** to open the application.

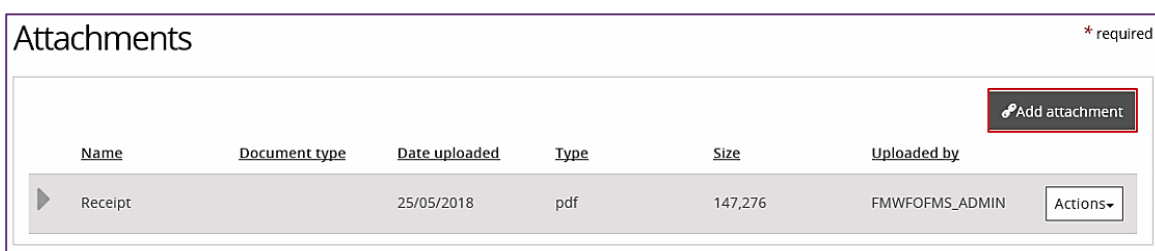


The application opens.

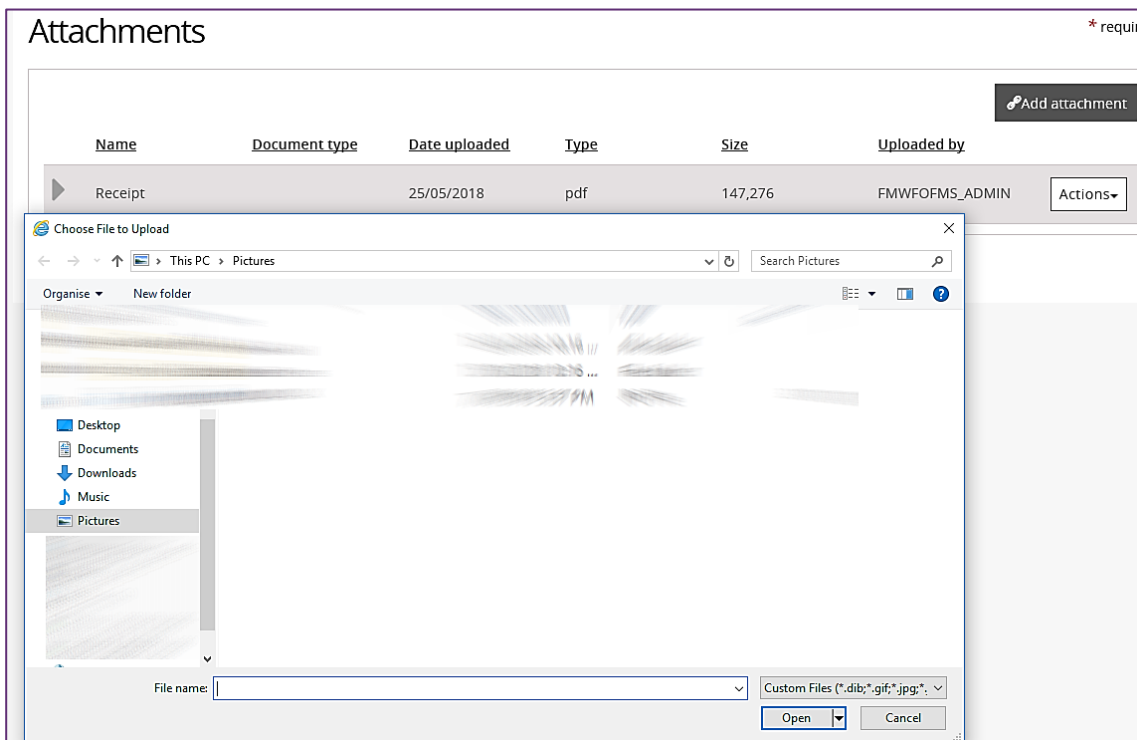
Under the **Action** heading in the left hand side menu, select **Attachments**.



Select **add attachment**.



4. A pop up window will appear, allowing you to select the document to be attached from your computer.



5. Complete the **attachment details** and select the correct **document type**.

Adding attachment details X

Select the file to be uploaded

* required

Name:*

Document type:*

Description:

[Discard changes and close](#) **Save and close**

Please Note: Auditors should use the following naming convention when adding documents.

Registration/Application ID_Provider short name_Audit report

Registration/Application ID_Provider short name_Provider audit response

Commission

Registration Organisation

Adding attachment

Select the file to be uploaded

* required

- Any other interim action
- Any other relevant materials
- Authorisation Document
- Behaviour support plan
- Capacity assessment
- Certificate of Registration
- Changes to staffing
- Client risk plan
- Communication profile
- Complaints management
- Consents
- Please Select

Description:

[Discard changes and close](#) **Save and close**

6. Select **save and close** to keep changes.

7. The document can now be seen on the **Attachments** screen. You can download the document, by selecting **Actions** and clicking **Download**.

Attachments * required

[Add attachment](#)

Name	Document type	Date uploaded	Type	Size	Uploaded by	
▶ Document number 1	Authorisation Document	25/06/2018	docx	12,642	BL_GU119748	Actions▼
▶ Receipt		25/05/2018	pdf	147,276	FMWFOFMS_ADMIN	Download Actions▼