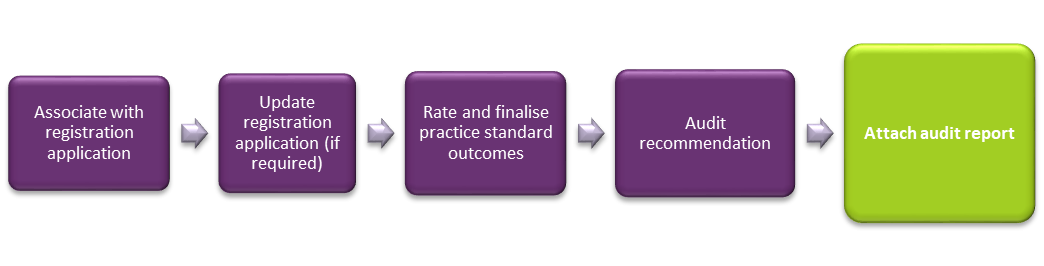
Attach audit documents

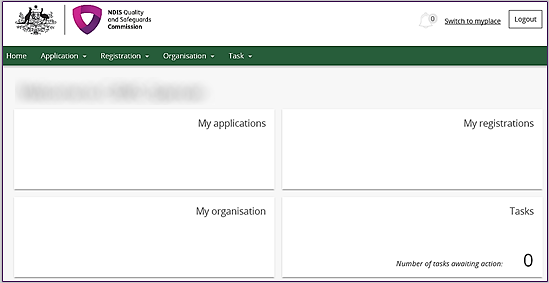
Quick Reference Guide - Auditor



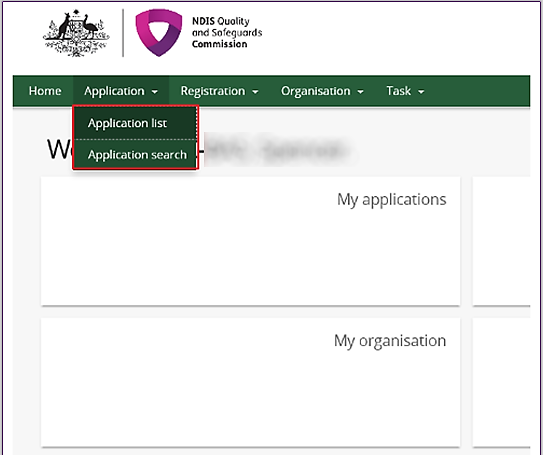
This guide demonstrates how to attach audit documents.

## Attach audit documents

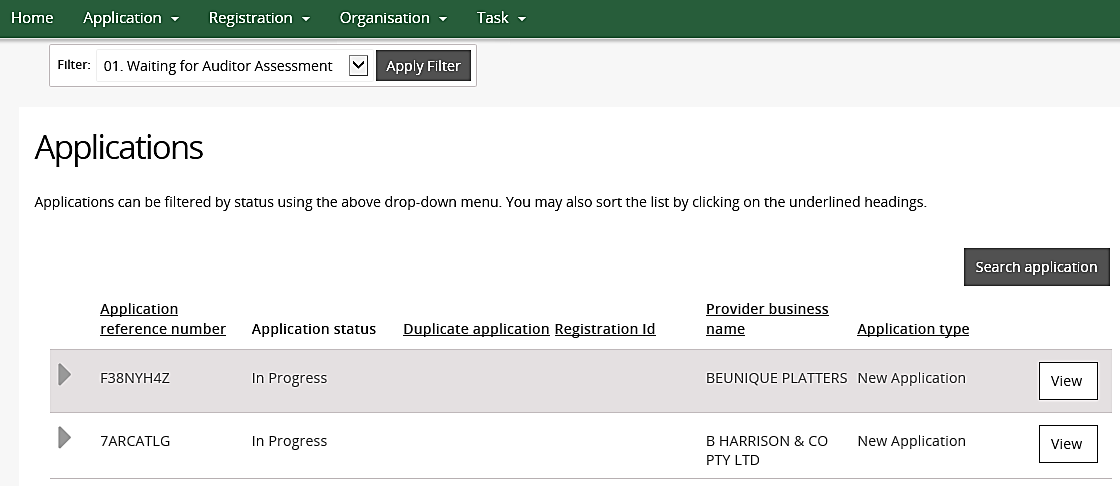
1. Log into **NDIS Commission Portal.**



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

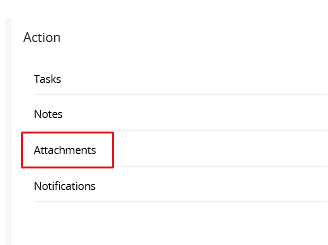


1. Select **view** to open the application.

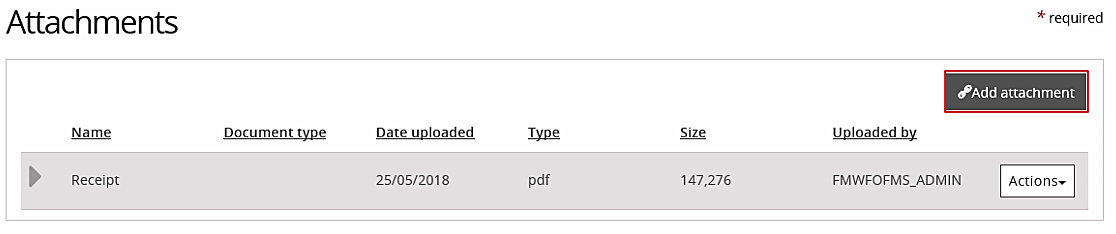


The application opens.

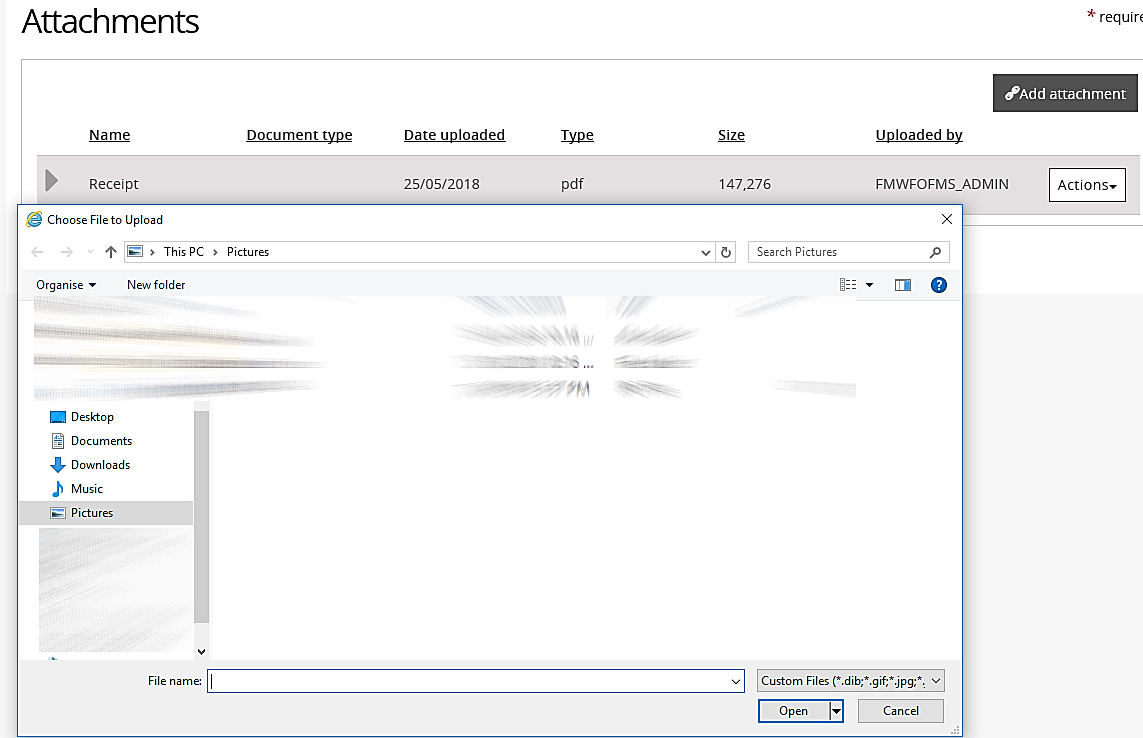
Under the **Action** heading in the left hand side menu, select **Attachments**.



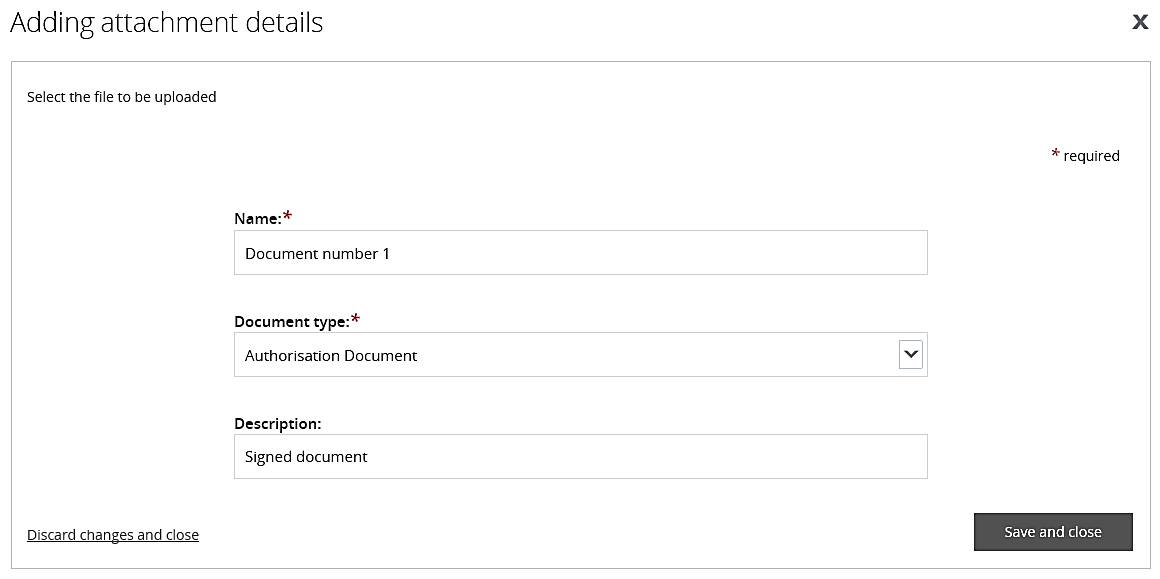
Select **add attachment**.



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



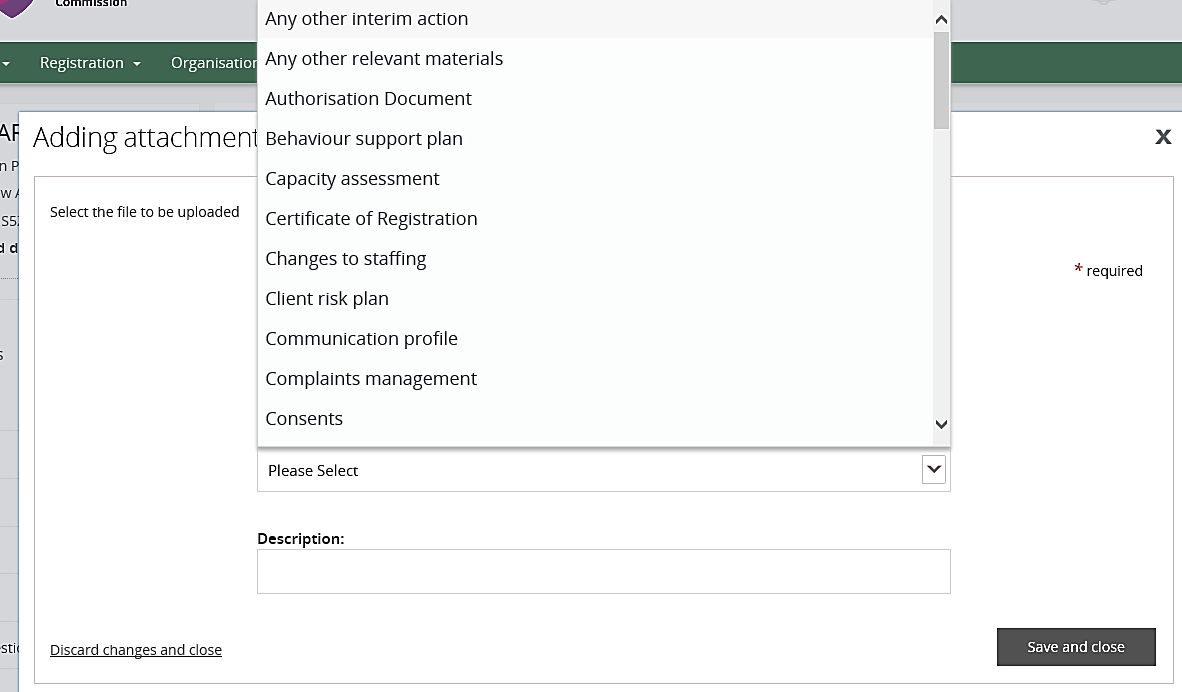
1. Complete the **attachment details** and select the correct **document type**.



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*



1. Select **save and close** to keep changes.
2. The document can now be seen on the **Attachments** screen. You can download the document, by selecting **Actions** and clicking **Download**.

