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**.

