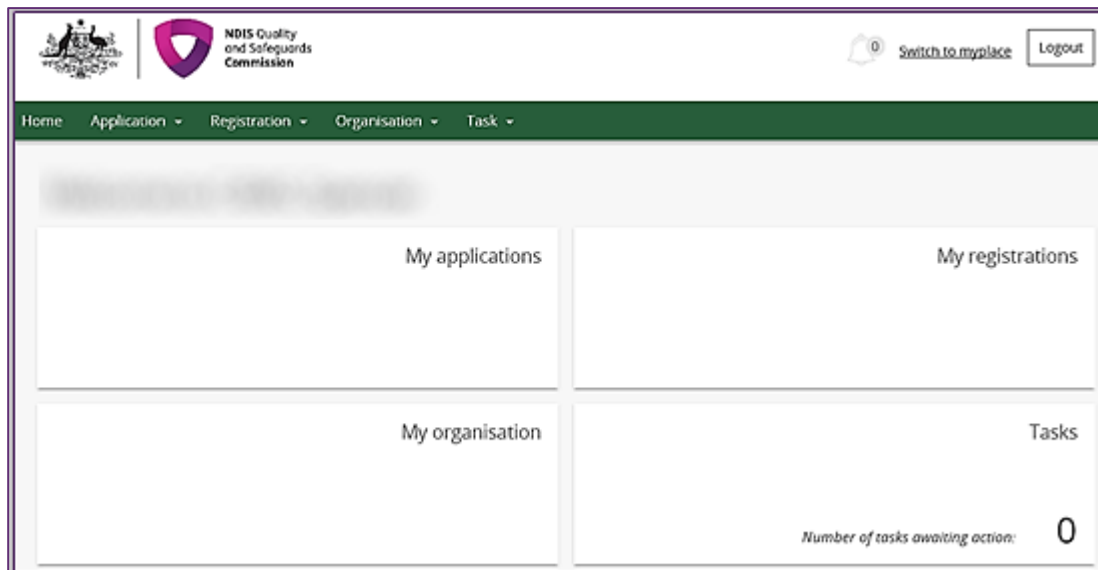# Attach audit documents

Quick Reference Guide - Auditor
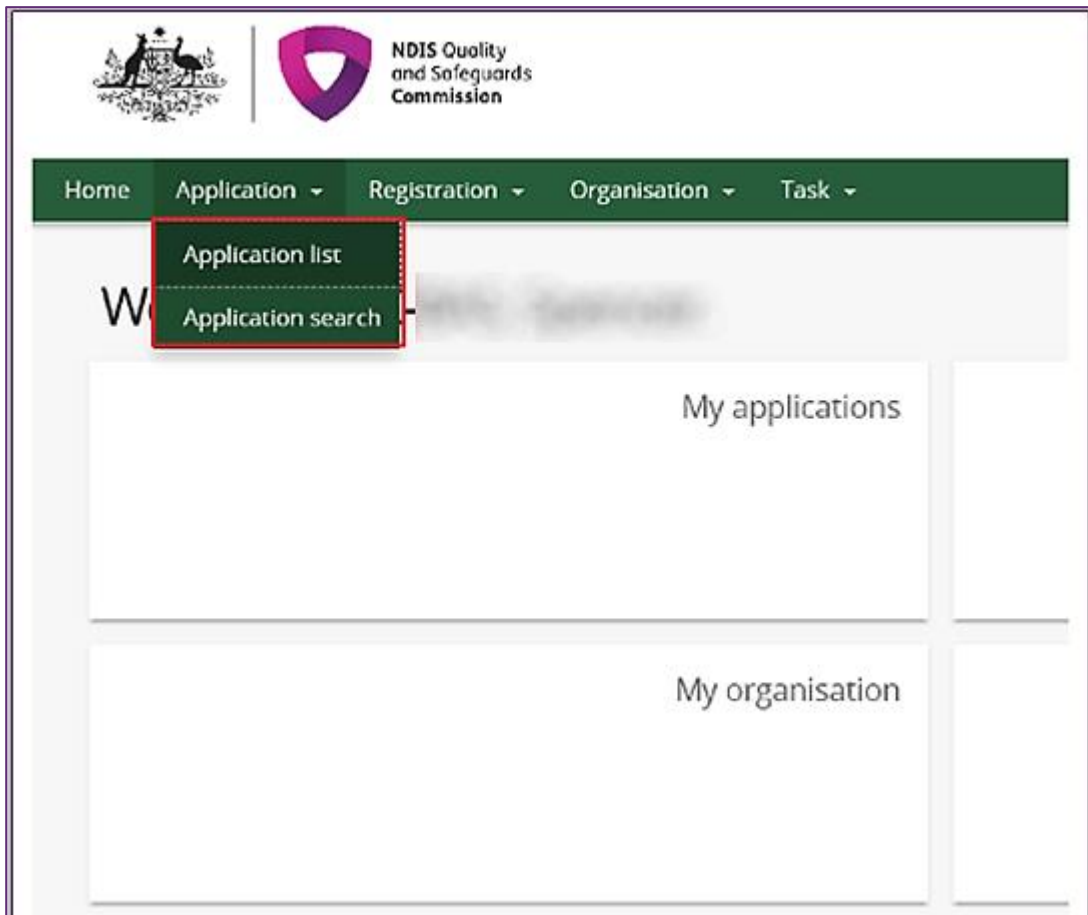

This guide demonstrates how to attach audit documents.

Attach audit documents
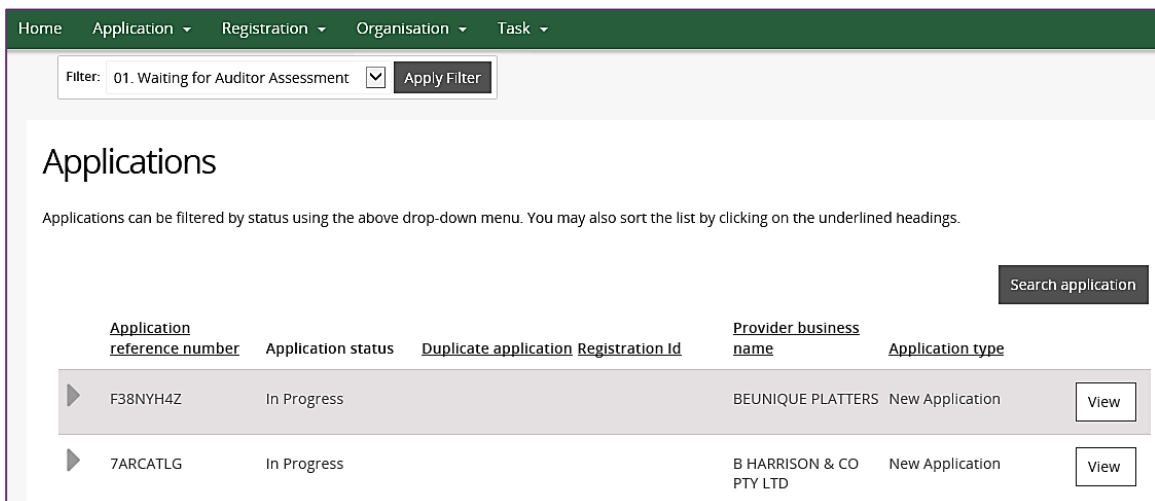
1. Log into **NDIS Commission Portal.**

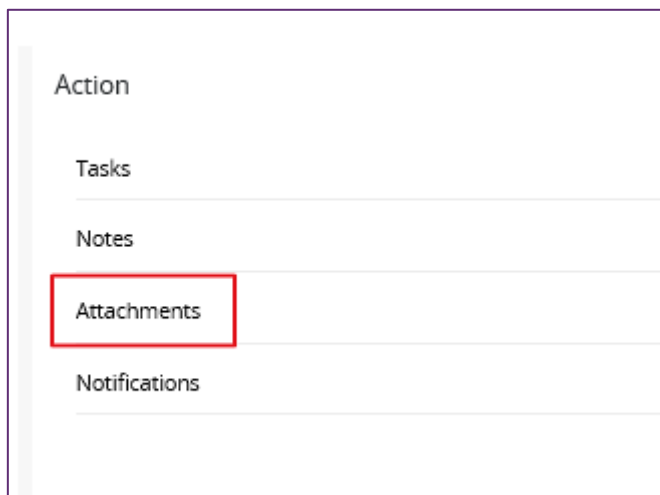2. Select **Application** then **Application list Or Application Search.**

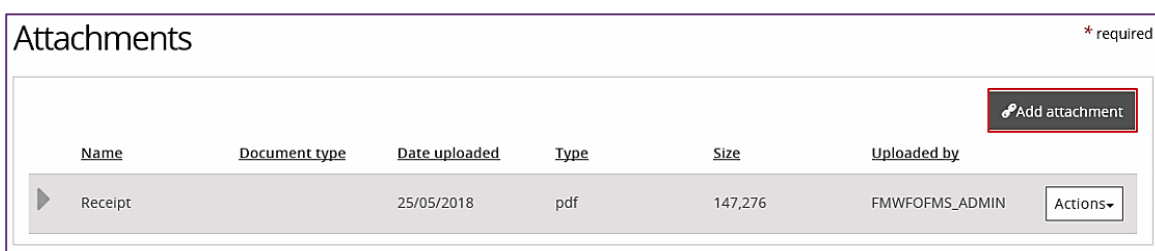3. Select **view** to open the application.
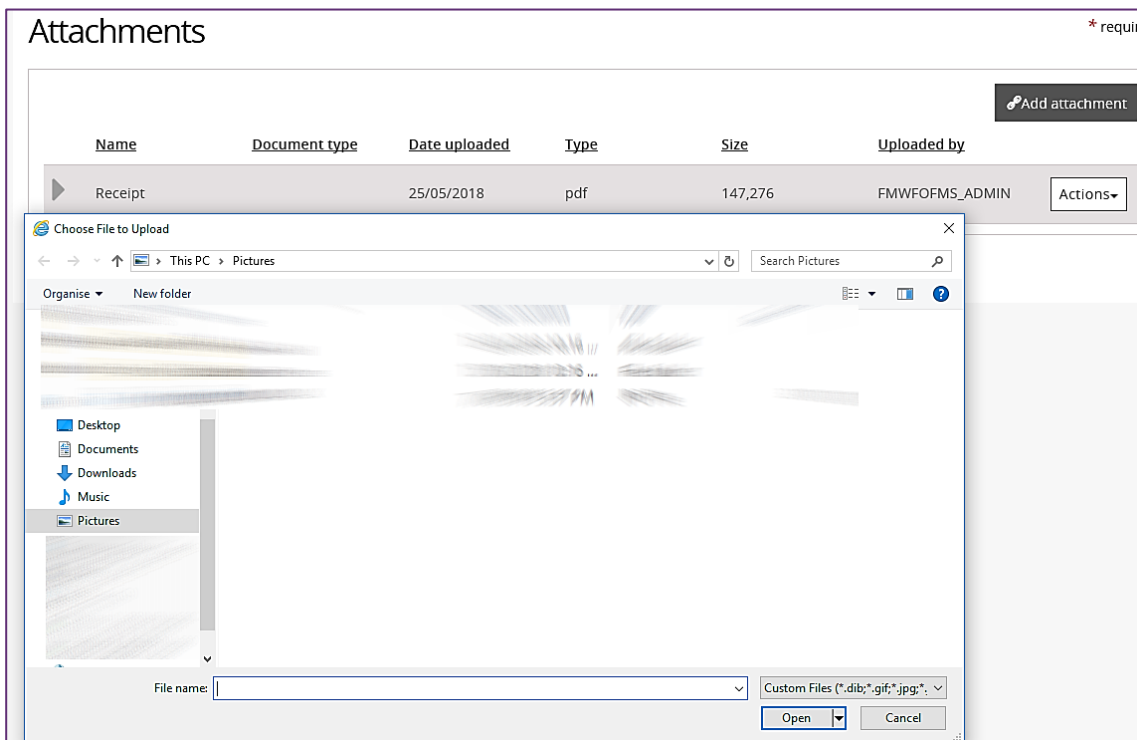

The application opens.

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**.

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

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**.