



DOCUMENT UPLOAD QUICK REFERENCE GUIDE

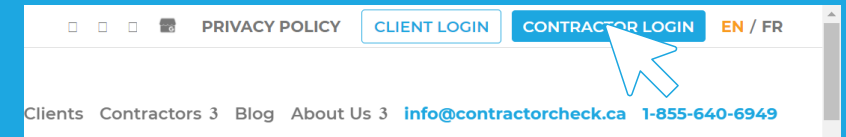
How to upload documents?

Step 1: Log into the ContractorCheck portal & navigate to pending tasks

1 Using a supported browser, navigate to Contractorcheck.ca



2 Select the Contractor Login from the top right of the screen.



Enter your email and password and select Log in.



3 If you have a pending task(s) you'll be presented with the message below. Select, [Click Here](#)

You have a pending task, please [Click Here](#)

1

2

3

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COMPLETE CONTRACTOR MANAGEMENT

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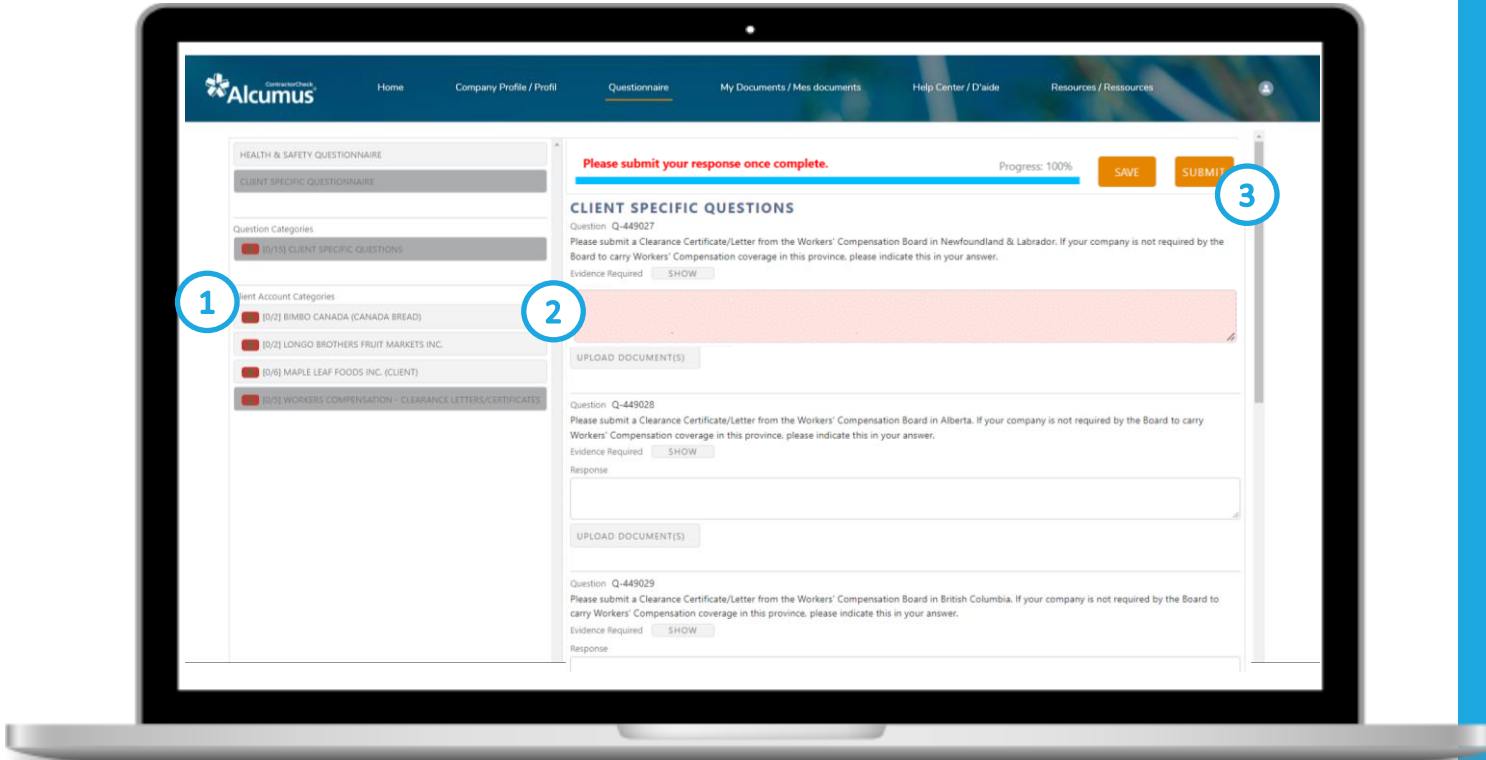
Account
Enviro-Stewards Inc. + Follow

Registration Date	Contract End Date	Health and Safety Accredited?	Accreditation Expiry Date	Level	Primary Contact
09/04/2020	09/04/2023	Yes	12/06/2023	2	Laura Tweedle


ContractorCheck User Training Seminars: [Register Here!](#)

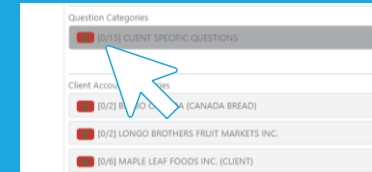
You have a pending task, please [Click Here](#)

How to upload documents?

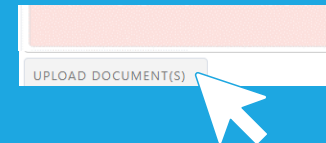


Step 2: Upload documents

- 1 Select the question from the side tab, each  icon indicates questions requiring a response and/or document.



- 2 Respond to the question in the response section highlighted in RED and Select "Upload Document(s)" button.



- 3 Once you've responded to the question and uploaded required documents select the **Submit** button from the top right of the form.



A window will open asking you "Are you sure you want to submit?", select Yes.

FAQs

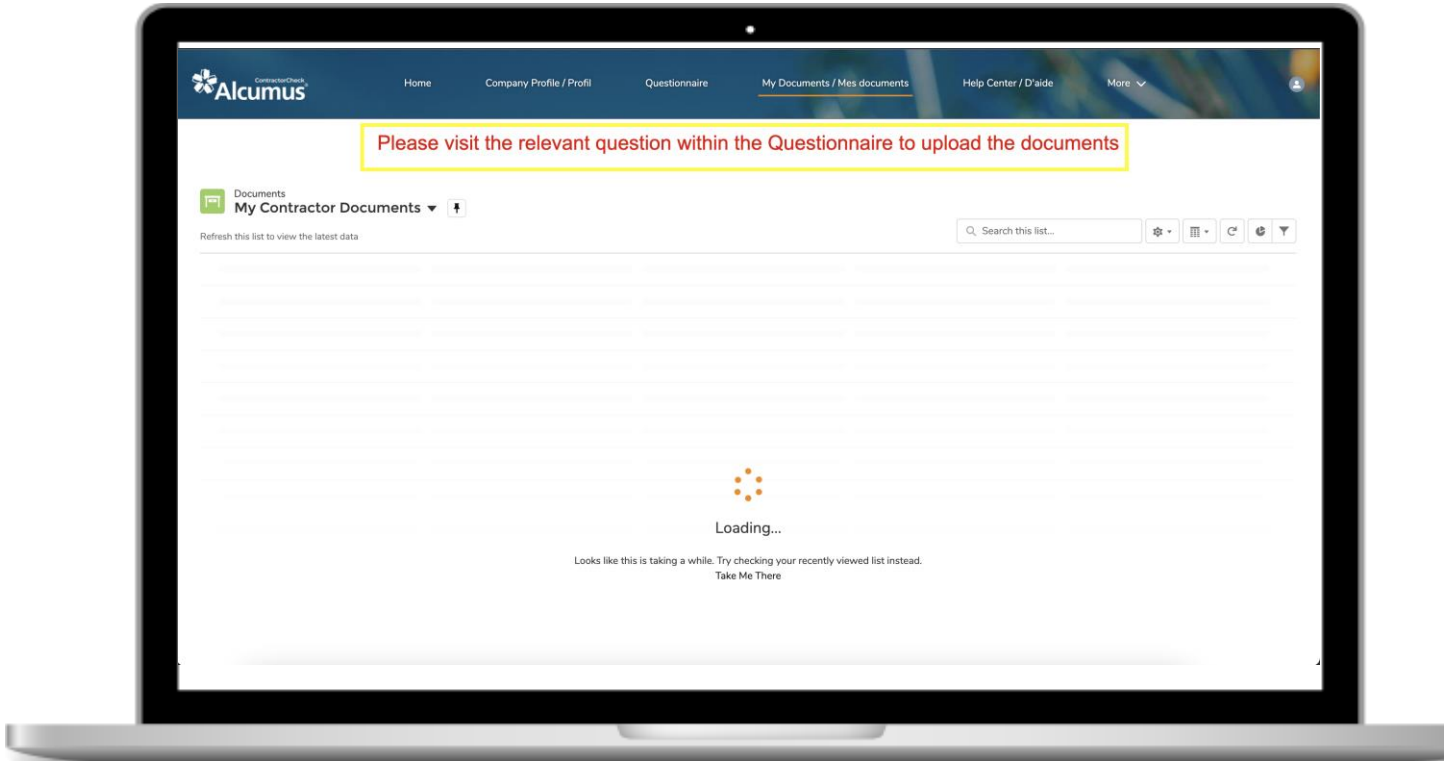
What's changed?

You no longer are required or able to upload documents into the My Documents section. You will now enter the documents into the relevant question.

Why did this change?

ContractorCheck community feedback has shaped this update designed to make it easier to work with clients and simplify how you interact with the portal and our accreditation / verification teams.

- It connects your document to the question for less back and forth throughout the process.
- You will no longer be required to resubmit the same documentation for each unique client you work with if they address the same requirement.



Still stuck? Need more help?

We're **here to help**.

Please refer to following articles providing step-by-step instructions on [How to upload a document](#), [How to submit feedback request?](#) and [How to Guides](#)

If you require further assistance or technical assistance (password resets, error messages, etc.) please contact our support team during our normal business hours by [Submitting a request](#) or call 1-855-640-6949

