



## Submitting Additional Documentation using the NQA ITS Public Portal

Additional documentation can be lodged for forms that fall under the following circumstances:

- Applications with the status:
  - Awaiting Payment
  - Awaiting Information
  - Received
  - Under Assessment
- Notifications up to 14 days after submission

The process is as follows:

1. Log into your portal account and select the related Service or Provider, then click *Submitted Forms*.

The screenshot displays the user interface of the NQA ITS Public Portal. It is organized into three main sections: 'My Services', 'My Providers', and 'My Supervisor Certificate'. Each section contains a table of entries and a set of action buttons. The 'Submitted Forms' button in each section is highlighted with a white box.

**My Services**

Service ID	Service Name	State	Status
SI 00000100	Starling Child Care Centre	ACT	Approved
SI 00000107	Larch St Kindergarten	NSW	Approved
SI 00000104	Griffith	ACT	Approved

**My Providers**

Provider ID	Provider Name	State	Status
PR 00000107	Active Learning Centre	ACT	Approved
PR 00000106	527923	NSW	Approved

**My Supervisor Certificate**

Supervisor ID	Supervisor Name	State	Status
CS 00000101	Mrs Judy Smith	NSW	Approved



- Forms that meet the criteria allowing additional documentation have the *Add* option available.

**My Forms**

**My Details**

You cannot view or edit the applications or notifications which are already submitted. Please contact your regulatory authority to discuss or change information about your application or notification.

Search by Name or ID of Provider, Service or Certified Supervisor or by Application ID / Notification ID

Application  Notification

Search

24 record(s)

Identifier	Regarding	Type	Status	Submitted Date	Submitted By	Additional Documentation
APP-50001353	Kids Center Day Care	Application for Amendment of Service Approval	Received	30/04/2015	[User]	Add
APP-50001353	Kids Center Day Care	Application for Amendment of Service Approval	Under Assessment	15/04/2015	[User]	Add
APP-50001353	[User]	Application for Provider Approval	Complete	02/04/2015	[User]	
APP-50001353	[User]	Application for Provider Approval	Complete	10/03/2015	[User]	
APP-50001353	[User]	Application for Service Approval	Complete	10/03/2015	[User]	
APP-50001353	[User]	Application for Provider Approval	Awaiting Payment	10/03/2015	[User]	Add
APP-50001353	[User]	Application for Amendment of Service Approval	Under Assessment	28/02/2015	[User]	Add
APP-50001353	[User]	Application for Service Approval	Under Assessment	21/01/2015	[User]	Add
APP-50001353	[User]	Application for Service Approval	Complete	07/11/2014	[User]	
APP-50001353	[User]	Application for Service Approval	Complete	07/10/2014	[User]	

- On the following page, first select your document with the browse button, then enter a description and click *Upload*.

**Submit Additional Documentation**

**My Details**

**Additional Documentation**

Please attach any additional documentation you wish to supply that relates to:  
APP-50001353 (Application for Amendment of Service Approval) for Kids Center Day Care

NOTE:

- The file size should not exceed more than 20MB.
- A file description is required for upload.

File Upload

1  Browse...

Document Description

2 - Enter file description -

3 Upload Delete

Submit



- Once the document is uploaded it will appear in a table below the upload button. Click *Submit* to submit the document to be attached to your previously submitted form.

Submit Additional Documentation

My Details

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File Upload

Document Description

Select	Name	Document Description
<input type="checkbox"/>	APP-50001353	

- Wait for the *Submission in progress* loading bar.

Submit Additional Documentation

My Details

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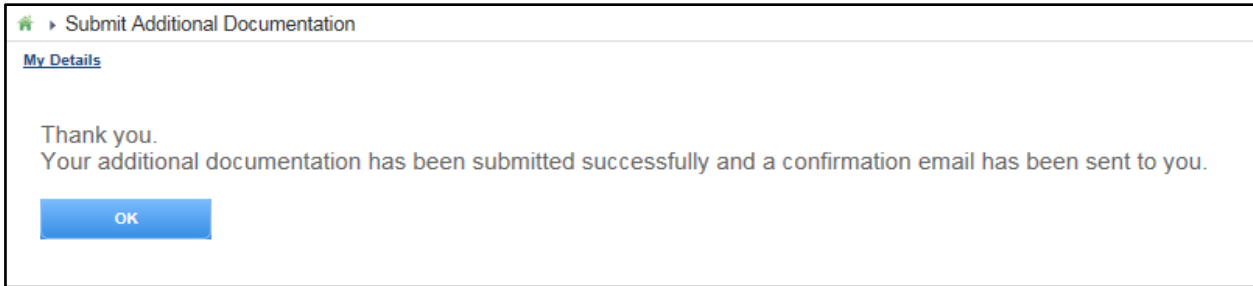
File Upload

Document Description

Select	Name	Document Description
<input type="checkbox"/>	APP-50001353	



6. Upon successful submission you will get the following confirmation.



7. Check your email for the confirmation email. This will contain the document name and description for your records.

