



DOCUMENT UPLOAD QUICK REFERENCE GUIDE

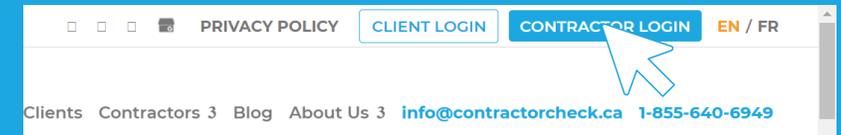
How to upload documents?

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.

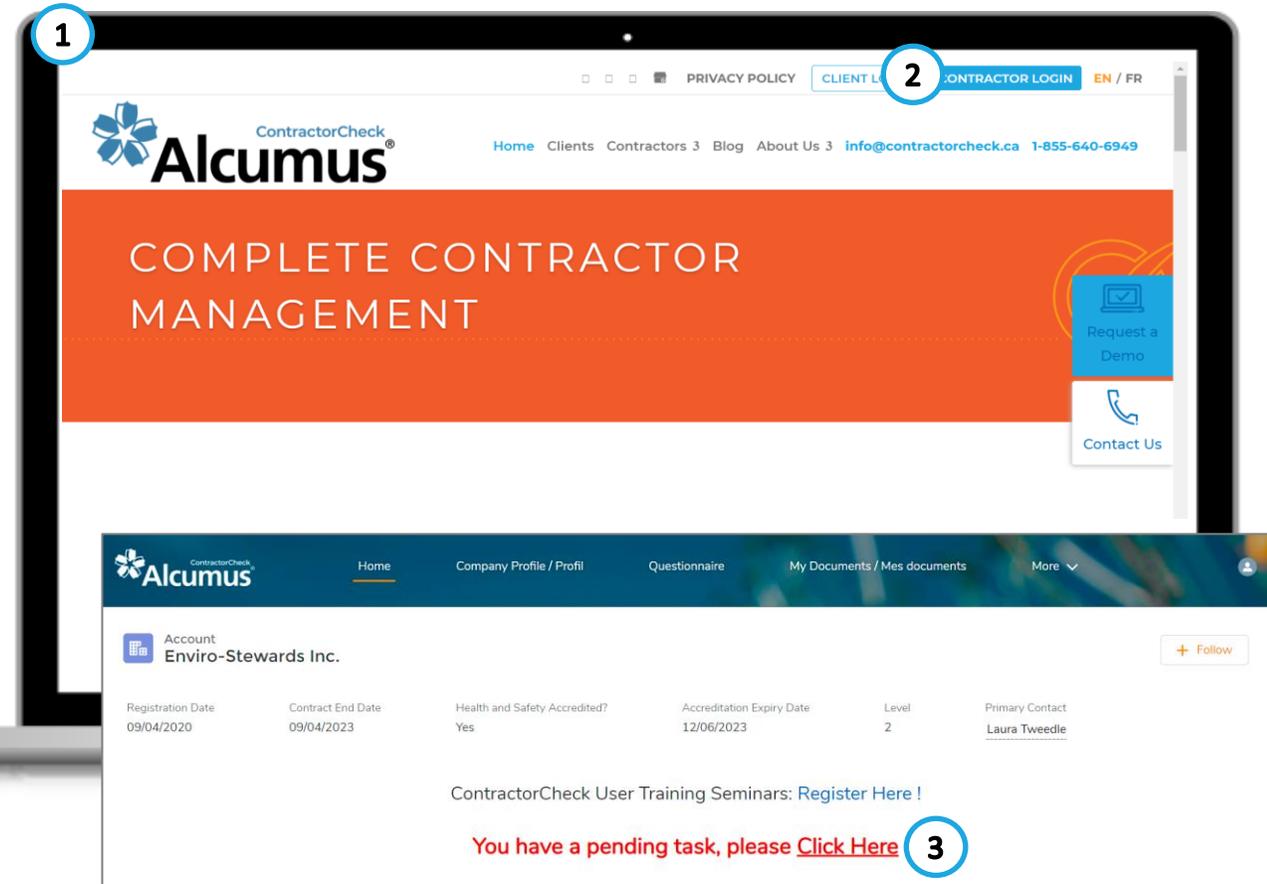


Enter your email and password and select Log in.



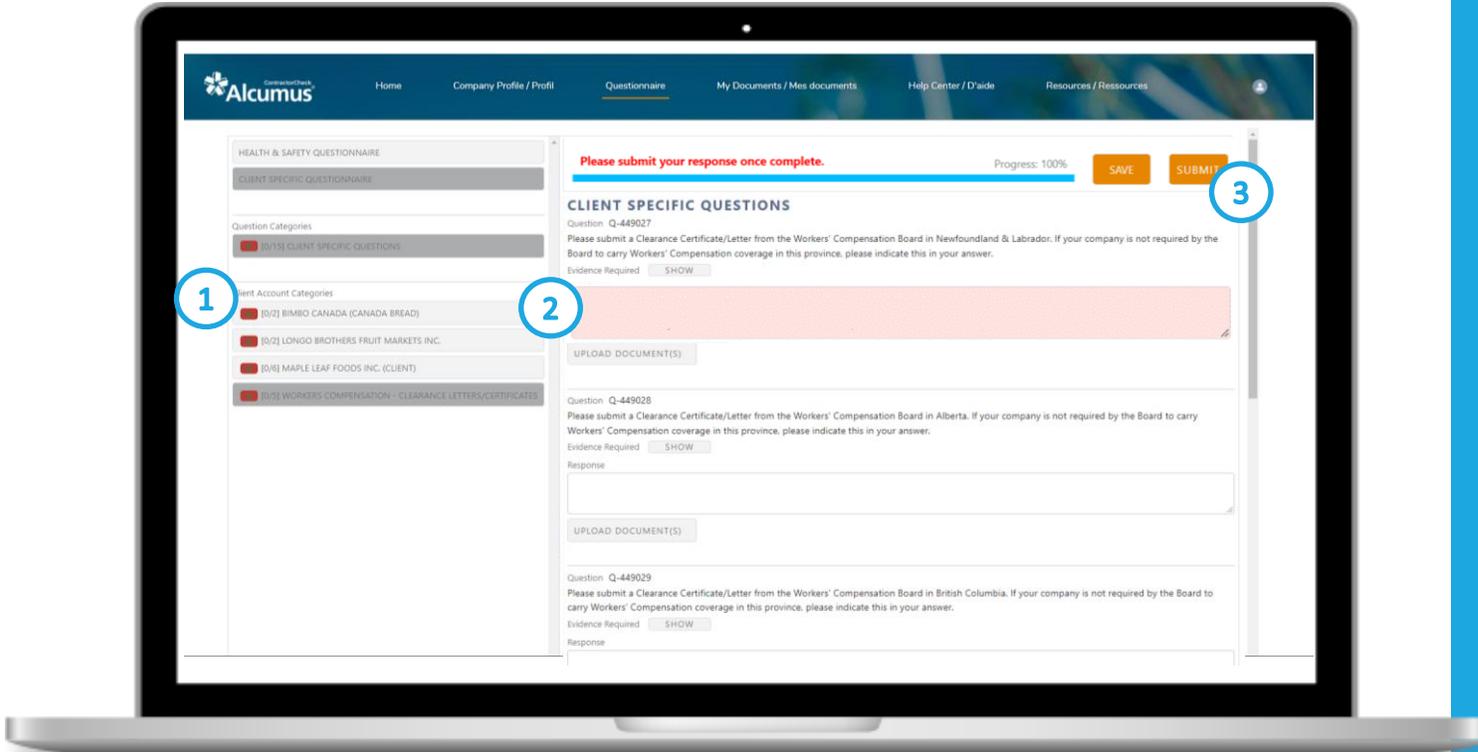
3 If you have a pending task(s) you'll be presented with the message below. Select, [Click Here](#)

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

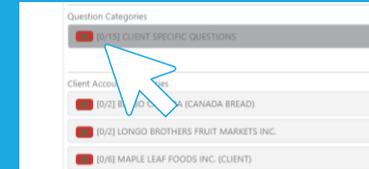


How to upload documents?

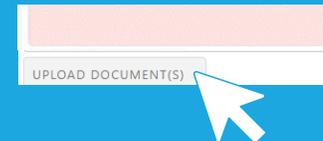
Step 2: Upload documents



- 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

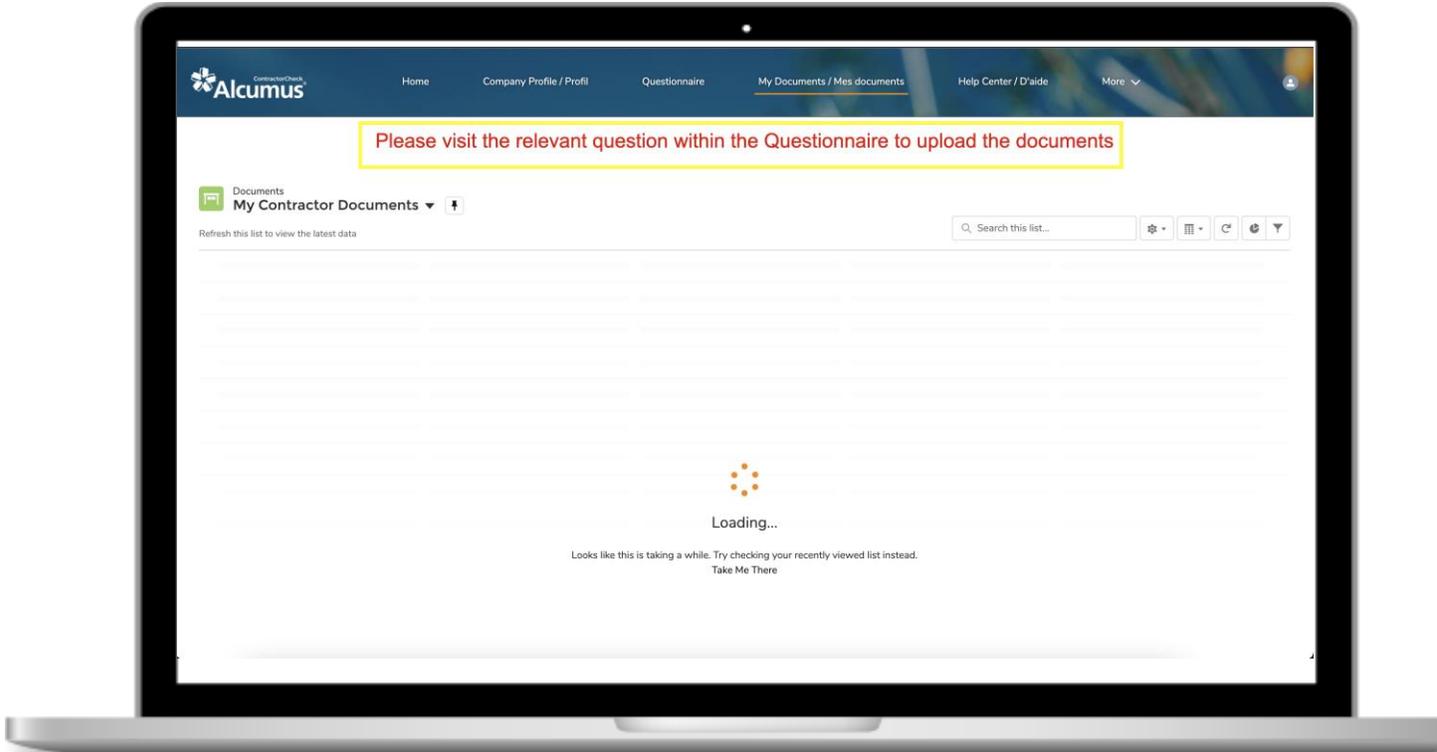
What's changed?

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

