



# HOW TO RESPOND TO A FEEDBACK REQUEST? QUICK REFERENCE GUIDE

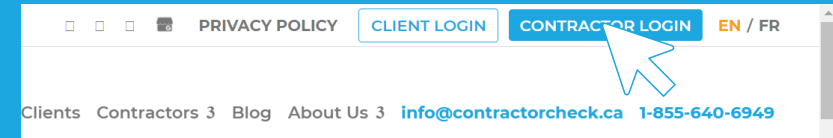
# How to respond to feedback?

Log into the ContractorCheck portal & navigate to pending tasks

1 Using a supported browser, navigate to [Contractorcheck.ca](https://Contractorcheck.ca)



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

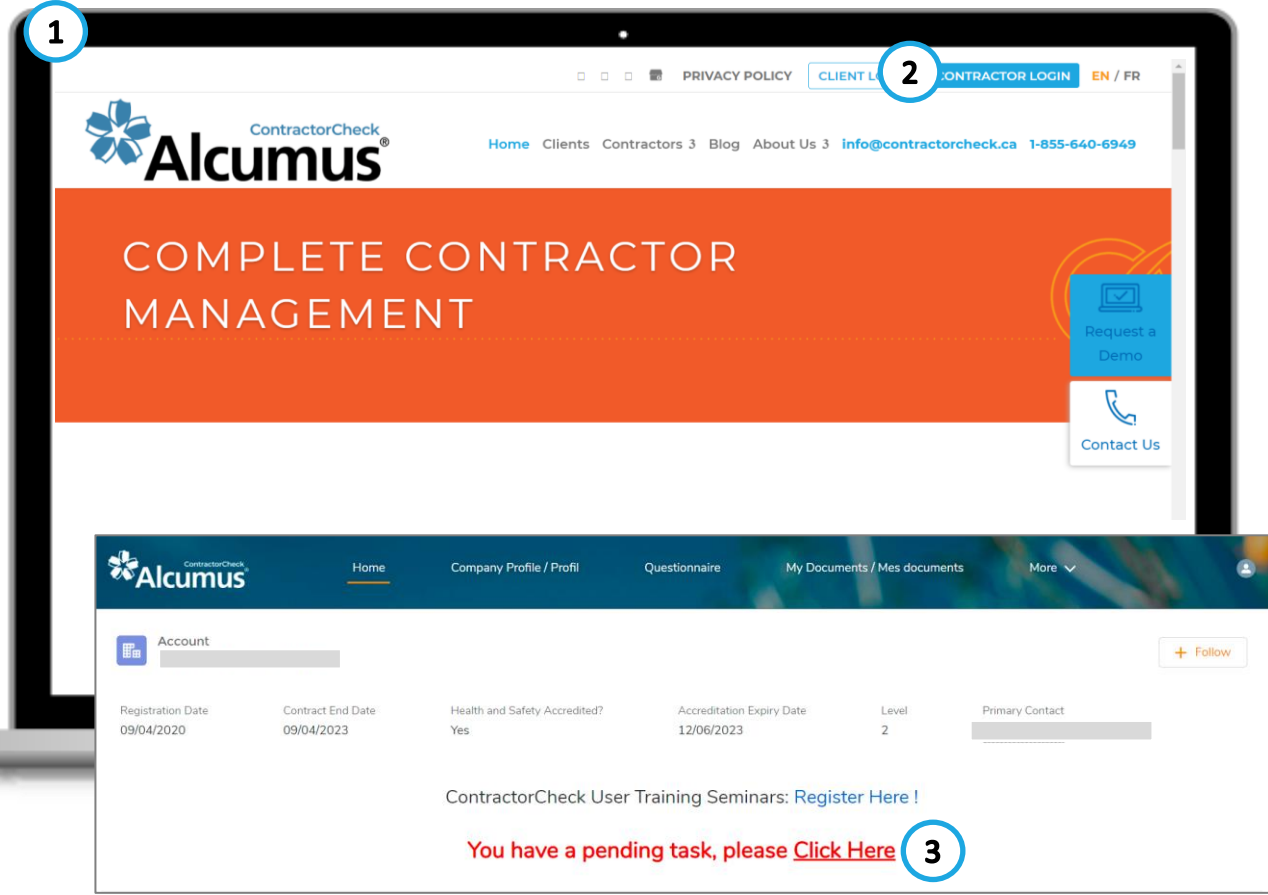


Enter your email and password and select Log in.

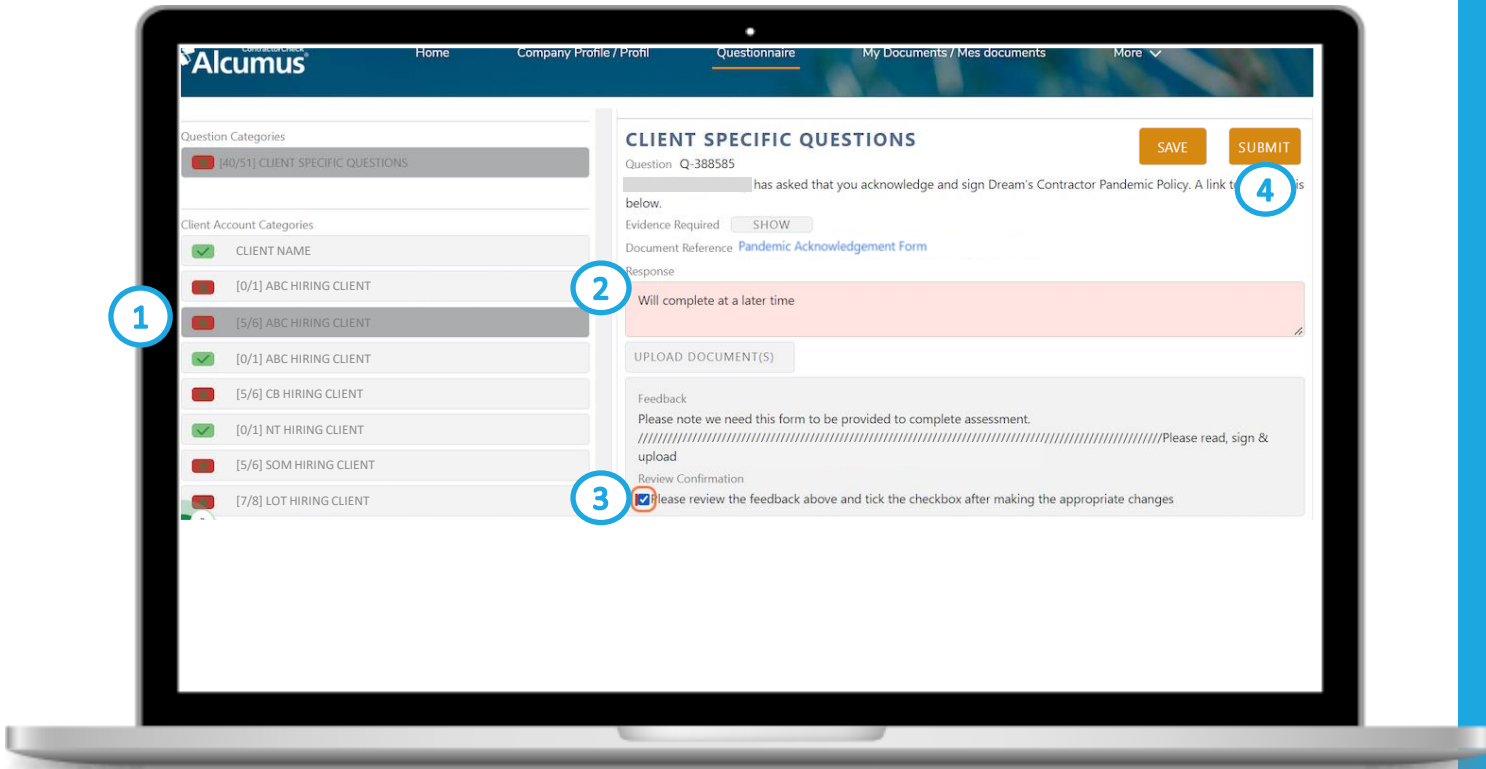


3 If you have a pending task(s) you'll be presented with the message below. Select, [Click Here](#)


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

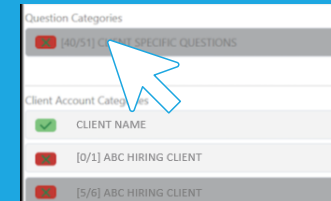


# How to respond to feedback?

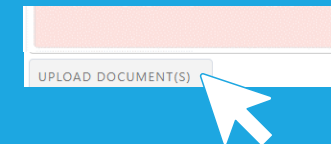



## Responding to feedback

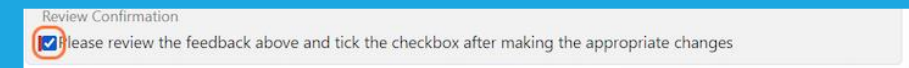
- 1 Select the question from the side tab, each  icon indicates questions requiring a response and/or additional documentation.



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

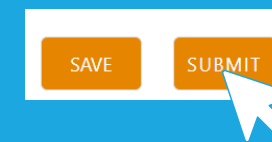


- 3 Check the blue box  to acknowledge you've reviewed the feedback and made the appropriate changes.



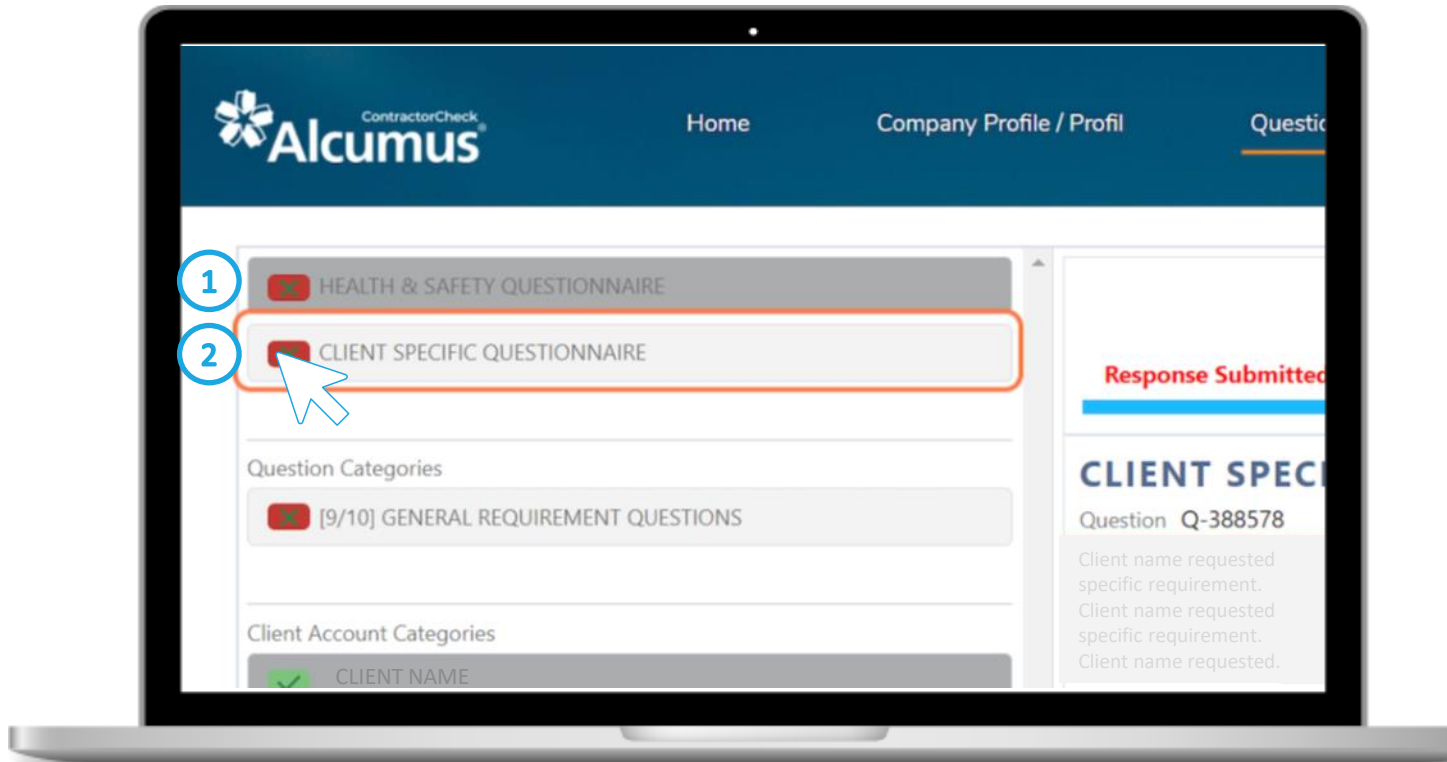
Note: You may need to scroll down the page to see the checkbox. If you have a few items to provide feedback on, you'll need to check the box to acknowledge you've reviewed each area of feedback.

- 4 Once you've responded to the question(s) and uploaded required documents a submit button will appear. Select the Submit button from the top right of the form.



You will be asked "Are you sure you want to submit?", select Yes.

# How to respond to feedback?



## Understanding & Navigating Questionnaire Types

1

HEALTH & SAFETY QUESTIONNAIRE


The Health & Safety questionnaire is generic in nature and generated based on number of employees, work activities and province(s) you've selected in your profile setup. If you have received feedback on both general requirements and work activity questions, then you will have to respond to both the parts to submit the questionnaire.

2

CLIENT SPECIFIC QUESTIONNAIRE

Client specific questionnaires is applicable for any questions that your client has asked you to complete. If you work with multiple client, you may see multiple client questionnaires listed. If you have multiple areas of feedback, you will need to action all before submitting the assessment for the client.

### NAVIGATING TO QUESTIONNAIRES REQUIRING RESPONSES

Select the question from the side tab, each  icon indicates questions requiring a response and/or additional documentation.

HEALTH & SAFETY QUESTIONNAIRE

CLIENT SPECIFIC QUESTIONNAIRE

## 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

