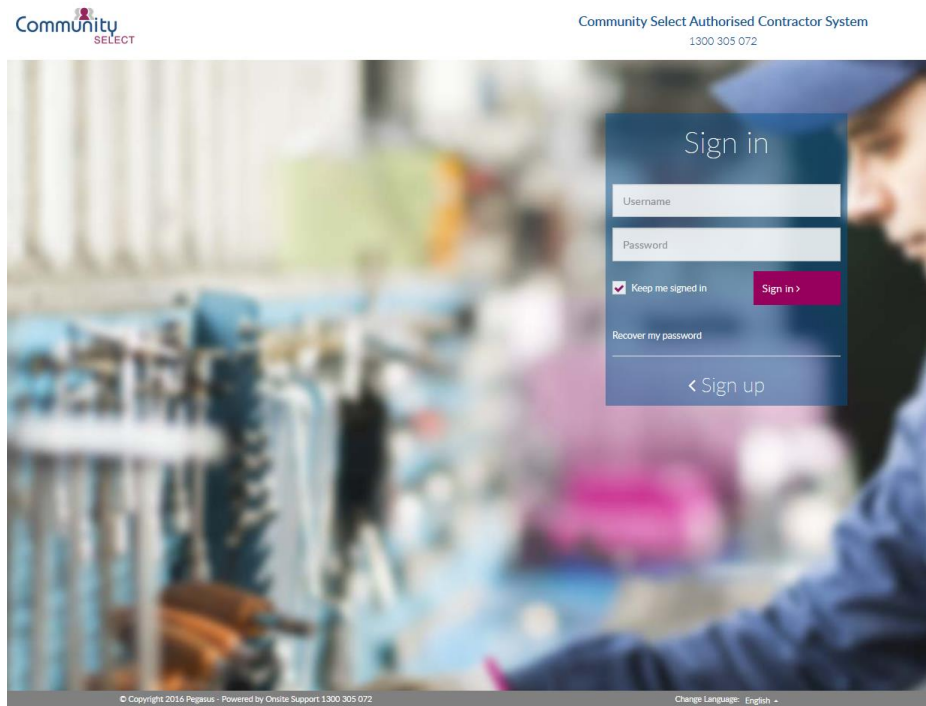


## Re-uploading documents guide

Please follow this step-by-step guide to remove unverified documents from your profile and re-upload the correct or updated document for verification.

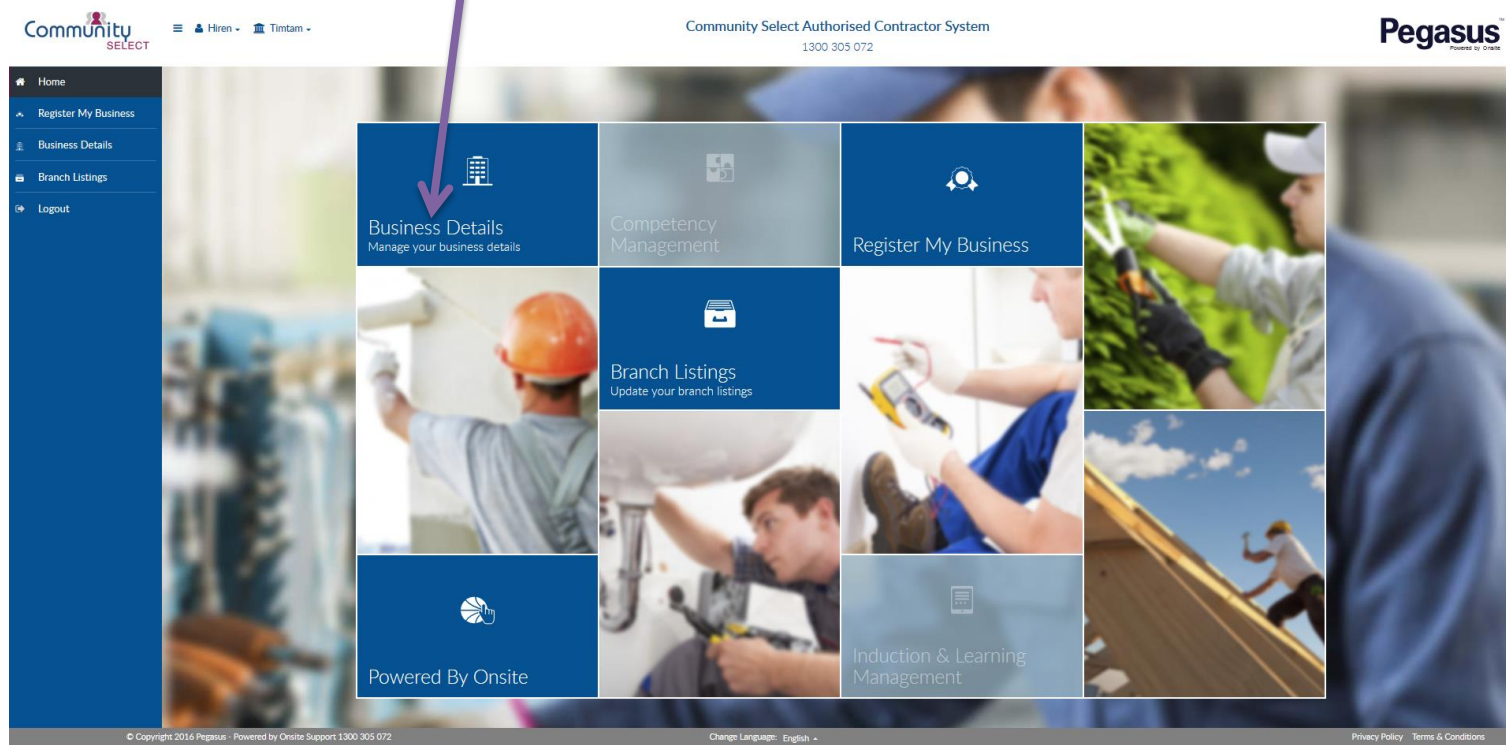
### STEP 1 >

Go to the [Community Select Authorised Contractor System](#) and **Sign in** using your details.



STEP 2 >

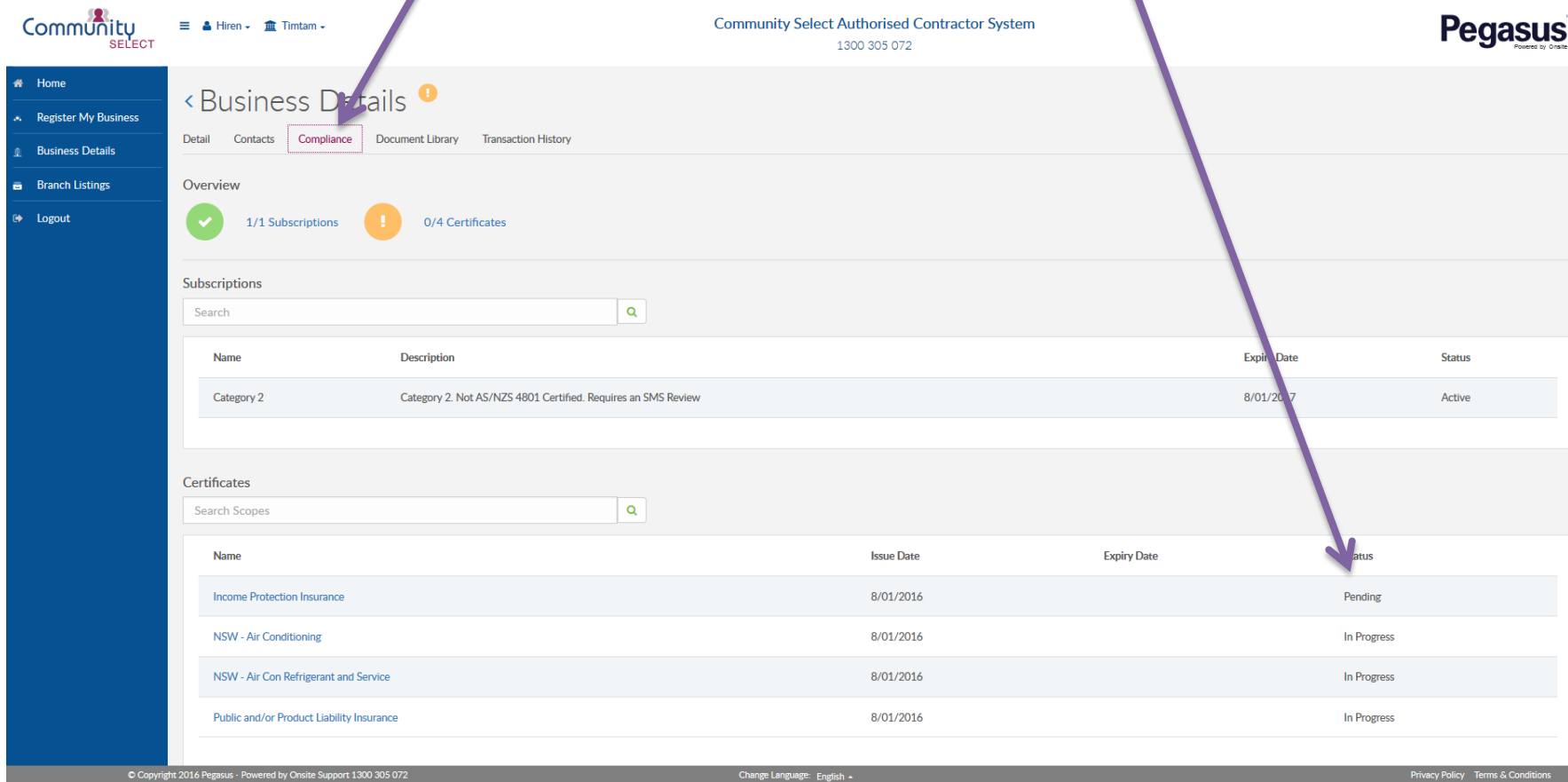
In the system, click on **Business Details** from the Home page





### STEP 3 >

In Business Details, click on **Compliance** and then find your documents with the **Pending** status. These are the documents that need to be **removed and replaced**.



Community Select Authorized Contractor System  
1300 305 072

Community SELECT

Hiren - Timtam -

Pegasus™  
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< Business Details ⓘ

Detail Contacts **Compliance** Document Library Transaction History

Overview

✓ 1/1 Subscriptions ⓘ 0/4 Certificates

Subscriptions

Search

Name	Description	Expiry Date	Status
Category 2	Category 2. Not AS/NZS 4801 Certified. Requires an SMS Review	8/01/2017	Active

Certificates

Search Scopes

Name	Issue Date	Expiry Date	Status
Income Protection Insurance	8/01/2016		Pending
NSW - Air Conditioning	8/01/2016		In Progress
NSW - Air Con Refrigerant and Service	8/01/2016		In Progress
Public and/or Product Liability Insurance	8/01/2016		In Progress

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Change Language: English -

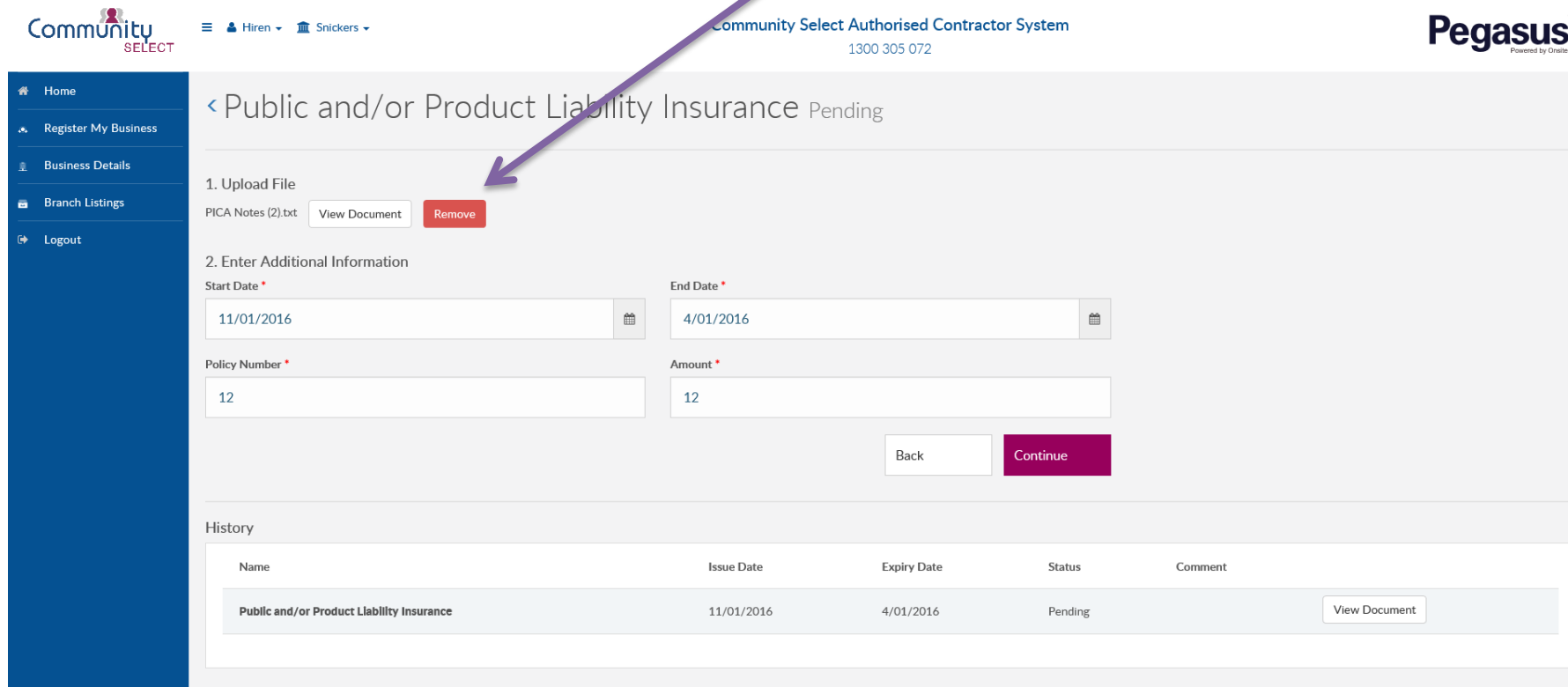
Privacy Policy Terms & Conditions





## STEP 4 >

Once you have opened your pending status document, click on **Remove**



Community SELECT  
Hiren  
Snickers  
Community Select Authorised Contractor System  
1300 305 072  
Pegasus  
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### < Public and/or Product Liability Insurance Pending

1. Upload File  
PICA Notes (2).txt [View Document](#) [Remove](#)

2. Enter Additional Information

Start Date \* 11/01/2016

End Date \* 4/01/2016

Policy Number \* 12

Amount \* 12

[Back](#) [Continue](#)

History

Name	Issue Date	Expiry Date	Status	Comment
Public and/or Product Liability Insurance	11/01/2016	4/01/2016	Pending	<a href="#">View Document</a>



STEP 5 >

Now you have removed your pending document, you must **upload the correct or updated file** and the **additional information** before you can **continue**

< Public and/or Product Liability Insurance Pending

1. Upload File

Drag a file here to add it.

PICA Notes.txt

2. Enter Additional Information

Start Date \*

End Date \*

Policy Number \*

Amount \*





**STEP 6 >**

Once uploaded, you can **view your document** again, and then **continue**. Your replaced document will have a status of **In Progress** once replaced.

< Public and/or Product Liability Insurance Pending

1. Upload File  
 PICA Notes.txt

2. Enter Additional Information

Start Date \*

End Date \*

Policy Number \*

Amount \*

History

Name	Issue Date	Expiry Date	Status	Comment
Public and/or Product Liability Insurance	11/01/2016	4/01/2016	Pending	<input type="button" value="View Document"/>

Repeat these steps to ensure you remove and replace all pending documents.

For more information, please call 1300 305 072 or email [communityselect@pegasus.net.au](mailto:communityselect@pegasus.net.au)

[communityselect.com.au](http://communityselect.com.au)

