

Updating your credentials

To keep them up to date, you will be asked to upload your credentials to Folio periodically. You'll receive an email that contains a link to the upload credentials page. On this page you'll see what credentials you're being asked to upload and what fields need to be filled out.

Upload Credentials

Hi Glenys Jewell:

Please provide us with the following information. If you have any questions, please contact Annette Knopf on annette.knopf@phn.vic.gov.au

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For: Matelda Lane Pty. Ltd. - Thompson Road Clinic

Name: Certificate of Compliance - Work Cover

Request Due Date: 16/06/2017

Credential requirement: Please upload your current WorkCover Certificate of Compliance.

Credential Details: Required. Click to Provide Details

Renewal date: Required. Click to Provide Date

Name: Professional Indemnity

Request Due Date: 16/06/2017

Credential requirement: Please upload your current Professional Indemnity certificate of compliance to \$10 million per annum

Credential Details: Required. Click to Provide Details

Renewal date: Required. Click to Provide Date

For each credential you may need to give a description, the date of the next required renewal, and upload any required evidence, such as certificates of currency.

After filling out the required fields click Submit, and you'll receive a receipt containing details of the submitted credentials that you can export to a pdf if you wish.

You have successfully submitted the credentials. Now you can close your browser.

Thank you for submitting these credentials, you may now close this tab. To get a copy of this receipt click Export to PDF on the right side of this page.

Export to PDF

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Created by:	Taree-lace Major Contract administration Officer	Approved By:	Tannia McMartin Snr Contracts Manager