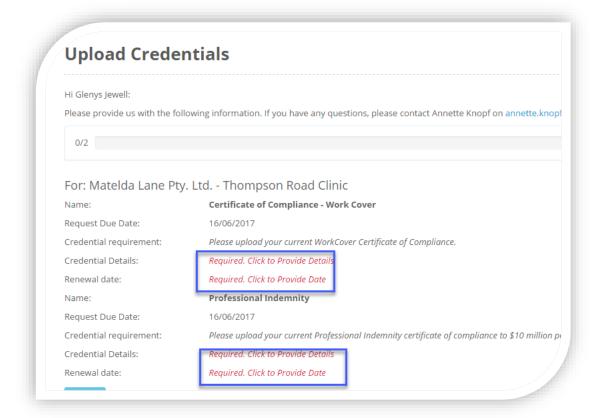
Folio Help



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.



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.



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