



HOW TO UPLOAD LICENCES, TICKETS AND DOCUMENTS - CANDIDATE

IMPORTANT – When uploading any licences, tickets and documents make sure you are using either Google Chrome or Microsoft Edge.



Microsoft Edge (PREFERRED)



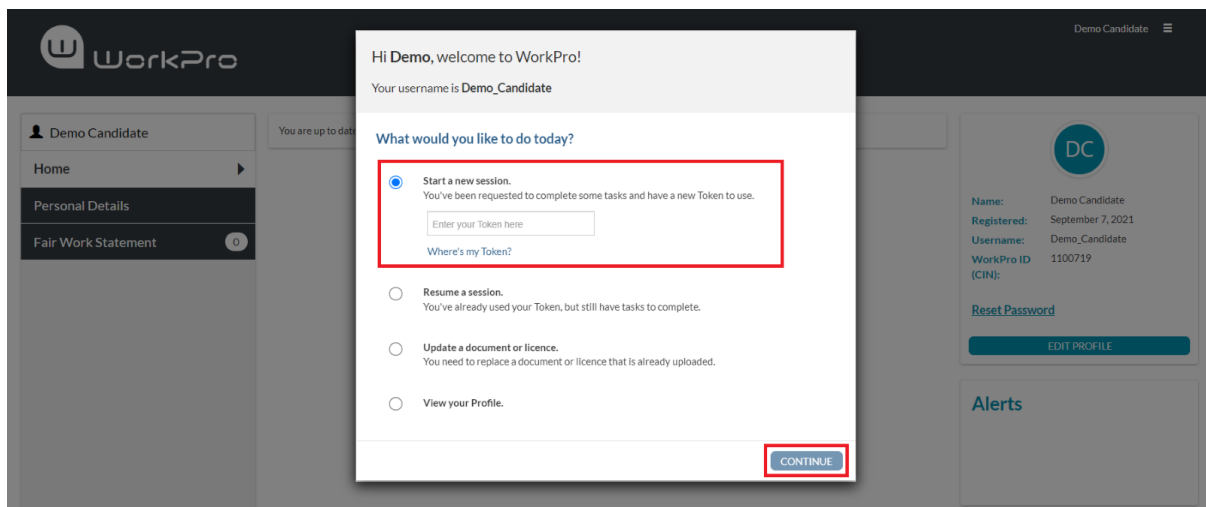
Google Chrome (PREFERRED)

STEP 1: - If you have an existing WorkPro account, login. If you do not yet have a WorkPro account, you will need to create one before you can proceed to uploading your licence/s, ticket/s and document/s.

A screenshot of the WorkPro Australia login interface. At the top is the WorkPro Australia logo. Below it, the text 'Log in to your account | or sign up' is displayed. There is a text input field labeled 'Enter username' followed by a blue 'CONTINUE' button. Below this is an 'OR' separator. Two social login buttons are shown: 'Continue with Google' and 'Continue with Microsoft'. At the bottom of the login area, there are links for 'Forgot your username?' and 'Sign up for an account'. A 'Go Back' link is at the very bottom. A red box highlights the 'Sign up for an account' link, with a red arrow pointing to it from a text box on the right.

Choose this option if you have not used WorkPro before

STEP 2: - When you have signed up and/or logged in, 'Start a new session', enter the single use Token and 'Continue'.

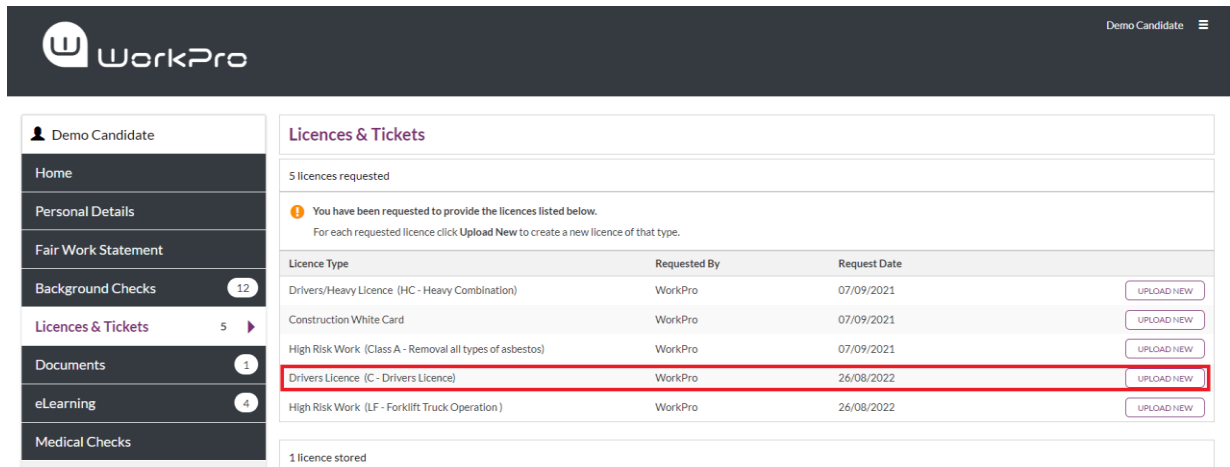


NOTE:

You do not need to re-enter the token number once it has been used, instead click 'Resume a session' and 'Continue' to access uncompleted tasks.

LICENCES & TICKETS

STEP 1: - Select 'Licence and Tickets' and 'Add licence'.



Licence Type	Requested By	Request Date	Upload New
Drivers/Heavy Licence (HC - Heavy Combination)	WorkPro	07/09/2021	UPLOAD NEW
Construction White Card	WorkPro	07/09/2021	UPLOAD NEW
High Risk Work (Class A - Removal all types of asbestos)	WorkPro	07/09/2021	UPLOAD NEW
Drivers Licence (C - Drivers Licence)	WorkPro	26/08/2022	UPLOAD NEW
High Risk Work (LF - Forklift Truck Operation)	WorkPro	26/08/2022	UPLOAD NEW

STEP 2: - You will need to complete all required information for each licence and upload two separate images. Click 'Select Front' and upload an image of the front of your licence. Click 'Select Back' and upload an image of the back of your licence.

New Licence & Ticket

Type: Drivers Licence

Class: C - Drivers Licence

Number: Licence or ticket number

State: State where issued

Restrictions: Restrictions

Conditions: Conditions

Expiry Date: dd/mm/yyyy

Documents:

No File Uploaded (Front)

No File Uploaded (Back)

SELECT FRONT SELECT BACK

CANCEL SAVE

STEP 3 - 'Save'. The licence/s you have uploaded will be saved under 'Licences stored'.

Licences & Tickets

4 licences requested

You have been requested to provide the licences listed below.
For each requested licence click Upload New to create a new licence of that type.

Licence Type	Requested By	Request Date	Upload New
Drivers/Heavy Licence (HC - Heavy Combination)	WorkPro	07/09/2021	UPLOAD NEW
Construction White Card	WorkPro	07/09/2021	UPLOAD NEW
High Risk Work (Class A - Removal all types of asbestos)	WorkPro	07/09/2021	UPLOAD NEW
High Risk Work (LF - Forklift Truck Operation)	WorkPro	26/08/2022	UPLOAD NEW

1 licence stored

Licences without a lock icon are visible to organisations that have access to your profile.

Licence Type	Number	State	Effective	Expiry Date	
Drivers Licence (C)	123456789	VIC		31/12/2022	▼

NOTE:

Any licences that are stored in your WorkPro profile will have an expiration date. When the licence is soon to expire, or it has expired you will receive an automated email from WorkPro advising this.

The email that you receive may not be relevant. E.g., you are not employed by the same company and therefore are not required to action the email.

DOCUMENTS

STEP 1: - Select 'Documents' and 'Upload new' or 'Share Existing'.

Documents

1 document requested

You have been requested to provide the documents listed below.
For each document requested you can either:
- Upload a new document to share, or
- Share a document that you previously uploaded.

Document Type	Requested By	Request Date	
CPR	WorkPro	07/09/2021	UPLOAD NEW SHARE EXISTING

2 documents stored

Document Name	Description	Issue Date	Expiry Date	Shared With
First Aid Certificate	First aid	08/09/2021	30/09/2022	1 Site
Covid-19 Vaccination	Fully Vaccinated (Booster 1)	31/12/2021		1 Site

STEP 2: - If you select 'Upload new', complete all requested information and images.

New Document

Document Type: CPR

Document Name: CPR

Description: A brief description about the document

Details: Any other details relevant to the document (optional)

Location / Authority: The place or organisation that issued the document

Issue Date: dd/mm/yyyy

Expiry Date: dd/mm/yyyy

Certificate Number: (optional)

Documents: No File Uploaded, No File Uploaded

[SELECT FRONT](#) [SELECT BACK](#)

[CANCEL](#) [SAVE](#)

STEP 3 - 'Save'. The document/s you have uploaded will be saved under 'Document/s stored'.

Documents

3 documents stored

Document Name	Description	Issue Date	Expiry Date	Shared With
First Aid Certificate	First aid	08/09/2021	30/09/2022	1 Site
Covid-19 Vaccination	Fully Vaccinated (Booster 1)	31/12/2021		1 Site
CPR		30/12/2021	30/12/2022	1 Site

If you'd like to upload a document that hasn't been requested of you (for your own record keeping), you can add it here.

[ADD DOCUMENT](#)

If you select 'Share existing' you are required to select the document you would like to share with the requesting client.

The screenshot shows the WorkPro interface. A modal titled "Share an Existing Document" is open. It contains a dropdown menu to select a document and a text input field for "Graduation status". Below the input field are "CANCEL" and "SHARE DOCUMENT" buttons. The background interface includes a sidebar with navigation options like Home, Personal Details, Fair Work Statement, Background Checks, Licences & Tickets, Documents, eLearning, and Medical Checks. The main content area shows a table of documents with columns for Document Type, Requested By, Request Date, and buttons for "UPLOAD NEW" and "SHARE EXISTING".

Document Type	Requested By	Request Date
First Aid Certificate	WorkPro	26/08/2022

Document Name	Description	Issue Date	Expiry Date	Shared With
First Aid Certificate	First aid	08/09/2021	30/09/2022	1 Site
Covid-19 Vaccination	Fully Vaccinated (Booster 1)	31/12/2021		1 Site

STEP 4 - 'Share Document'

NOTE:

Document's stored in your WorkPro profile may have an expiration date. When the document/s is due to expire, or it has expired you will receive an automated email from WorkPro advising this.

The email that you receive may not be relevant. E.g., you are not employed by the same company and therefore are not required to action the email.

TO UPLOAD A NEW DOCUMENT.....

If your document has expired, you will need to wait to receive the text/email request from your employing company to upload your licence's, tickets or documents that contains a single use token before you can upload them otherwise the new document will not be automatically shared with the requesting company.