Submitting Additional Documentation using the NQA ITS Public Portal

Additional documentation can be lodged for forms that fall under the following circumstances:

Applications with a status of one of the following —

- o Awaiting Payment
- o Awaiting Information
- o Received
- o Under Assessment
- o Application incomplete (Provider Approval)
- o Under validation (Service Approval)
- o Application incomplete (Service Approval)

Process for Submitting Additional Documentation

1. Log into your portal account and select the related *Service* or *Provider*, then click **Submitted Forms**.

2. On the next page you will be presented with the option of *Application* or *Notification* to select.

    By default, the system selects **Notification**.
    Select **Application** instead to view Applications that you have submitted.

3. A list of all application forms that have been submitted will appear. Forms that meet the criteria allowing additional documentation have the **Add** option available.

Identifier	Regarding	Type	Status		Submitted Date	Submitted By	Additional Documentation
APP-50026143	SLim Kidz Kottage	Application for Amendment of Service Approval	Complete		14/07/2023	Bhavana Puri	
APP-50024535	SLim Kidz Kottage	Application for Amendment of Service Approval	Complete		16/05/2023	Bhavana Puri	
APP-50024532	SLim Kidz Kottage	Application for Amendment of Service Approval	Complete		16/05/2023	Bhavana Puri	
APP-50022826	SLim Kidz Kottage	Application for Service or Temporary Waiver	Under Assessment		24/11/2022	Tester 7777	Add
APP-50021610	SLim Kidz Kottage	Application for Service or Temporary Waiver	Awaiting Payment		22/07/2022	Regulatory Authority	Add
APP-50021497	SLim Kidz Kottage	Application for Amendment of Service Approval	Received		01/02/2022	Tester 7777	Add
APP-50020900	SLim Kidz Kottage	Application for Service Approval	Complete		06/08/2021	Tester 7777	

4. On the page that follows, select your document to upload, then enter a description. At that point the **Upload** button will show – click on it.

Additional Documentation

Please attach any additional documentation you wish to supply that relates to:
APP-50025197 (Service Approval) for North South - It's a Kid's Life (070623)

NOTE:
- The following file types are accepted for upload: .doc, .docx, .pdf, .bmp, .gif, .jpg, .jpeg, .png, .tiff, .rtf, .xls, .xlsx, .csv
- The file size should not exceed more than 20MB.
- A file description is required for upload.

File Upload

(1) ● It's a Kid's Life Service - Street views of premises.pdf ✕ Remove

Document Description *

(2) It's a Kid's Life - Street views of surrounding premises

(3) [Upload] [Delete]

[Cancel] [Submit]

5. Once the document is uploaded it will appear in a table below the upload button. Select the document and click **Submit** to submit the document to be attached to your previously submitted form.

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- The file size should not exceed more than 20MB.
- A file description is required for upload.

File Upload

[_____] [Select]

Document Description

- Please enter file description -

[Delete]

Select	Name	Document Description
☐	It's a Kid's Life Service - Street views of premises.pdf	It's a Kid's Life - Street views of surrounding premises

[Cancel] [Submit]

6. Wait for the *Submission in progress* loading bar.

Additional Documentation

Please attach any additional documentation you wish to supply that relates to:
APP-50025197 (Service Approval) for North South - It's a Kid's Life (070623)

Submission in progress...

NOTE:
- The following file types are accepted for upload: .doc, .docx, .pdf, .bmp, .gif, .jpg, .jpeg, .png, .tiff, .rtf, .xls, .xlsx, .csv
- The file size should not exceed more than 20MB.
- A file description is required for upload.

File Upload

[Select]

Document Description

[Delete]

Select	Name	Document Description
☑	It's a Kid's Life Service - Street views of premises .pdf	It's a Kid's Life - Streets views of areas surrounding the premises

[Cancel] [Submit]

7. Upon successful submission you will get the following confirmation message:

Thank you.
Your additional documentation has been submitted successfully and a confirmation email has been sent to you.

[OK]

8. Check the email inbox associated with your portal account for the confirmation email. This will acknowledge the receipt of your submitted document.

NQA ITS - Receipt of Additional Documentation Inbox ×

nqaits@acecqa.gov.au   10:24 AM (2 hours ago)
to me ▾

This is an automated email to acknowledge your submission of additional documentation for:

APP-50025611 Service Approval for SE-50012877 - North South - It's a Kid's Life

Kind Regards

National Quality Agenda IT System

This message has been automatically generated. Please do not reply to this email.
Enquiries: For any enquiries regarding the progress of your applications, progress of notifications or any general enquiries please contact the relevant Regulatory Authority.

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