

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 —

- Awaiting Payment
- $\circ \quad \text{Awaiting Information} \quad$
- \circ Received
- o Under Assessment
- o Application incomplete (Provider Approval)
- Under validation (Service Approval)
- 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**.

	Saved Forms	Invoices	Re-open Serv	vice Bulk Closu	re Register S	earch
·····						
ervices						
Service ID	Service Name		State	Service Type	Status	CCS Status
	_			Centre-Based Care	Approved	
				Centre-Based Care	Approved	
				Family Day Care	Approved	
Add Service	New Forms	Submitted Forms	Incident	Complaint	Manage Users	
View All Services(21)						
roviders						
roviders						
roviders Provider ID	Provider Name		State	Provider Type	Status	CCS Status
roviders Provider ID	Provider Name		State	Provider Type	Status Approved	CCS Status
roviders Provider ID	Provider Name	• · · · · · ·	State	Provider Type In Scope In Scope	Status Approved Approved	CCS Status
roviders Provider ID	Provider Name		State	Provider Type In Scope In Scope	Status Approved Approved	CCS Status



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.

MyDetails	Help		Tester 7777 → Log Out		
		Application Notification	0 record(s)		
		No records match the search criteria entered.			

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.

 Application 	O Notification					
Application	Process					
\$ Awaiting Pa	yment Application	Received Awaiting Information	Q Under Assessment	Cor	npleted	
Status Inde	ex					
Actio	on Required 🏼 🎦 Applica	ation Received In Progress Completed	1			7 moord(s)
						r record(s)
Identifier	Regarding	Туре	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		Application for Amendment of Service Approval	Complete	16/05/2023		
APP-50024532		Application for Amendment of Service Approval	Complete	16/05/2023		
APP-50022826		Application for Service or Temporary Waiver	Under Assessment	24/11/2022		Add
APP-50021610		Application for Service or Temporary Waiver	Awaiting Payment	22/07/2022		Add
APP-50021497		Application for Amendment of Service Approval	Received	01/02/2022		Add
ADD 50020000						



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.

Additio	onal Documentation
Please APP-50	e attach any additional documentation you wish to supply that relates to: 0025197 (Service Approval) for North South - It's a Kid's Life (070623)
1	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.
1	File Upload It's a Kid's Life Service - Street views of premises.pdf × Remove
2	Document Description * It's a Kid's Life - Street views of surrounding premises
3	Upload Delete
	Cancel Submit

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.
 Additional Documentation

• The • The • A fili File Upload Document I	following file types are accepted for upload: .doc, .docx, .pdf, .bmp, . file size should not exceed more than 20MB. e description is required for upload. Select Description enter file description -	gif, .jpg, .jpeg, .png, .tiff, .rtf, .xls, .xlsx, .csv
Calast	Delete	Document Description
Select		



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

MyDetails He	elp			Tester 7777 + Log	Out
		Additional Docu Please attach an APP-50025197 (NOTE: • The	mentation y additional documentation you wish to supply that relates to: Service Approval) for North South It's a Kid's Life (070623) following file types are accepted for upload; .doc, .dock, .pdf,	Submission in progress	
		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	
				Cancet St	ıbmit

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

Thank you. Your additional docur	mentation has been submitted successfully and a confirmation email has been sent to you.
ок	

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 Index ×			ð	Ľ
nqaits@acecqa.gov.au to me *	10:24 AM (2 hours ago)	☆	¢	:
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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