Upload Contractor Certificates and Qualifications for Contractors

This one-point lesson describes how **Contractor Principal Contacts** can upload their employee certificates to Cority.
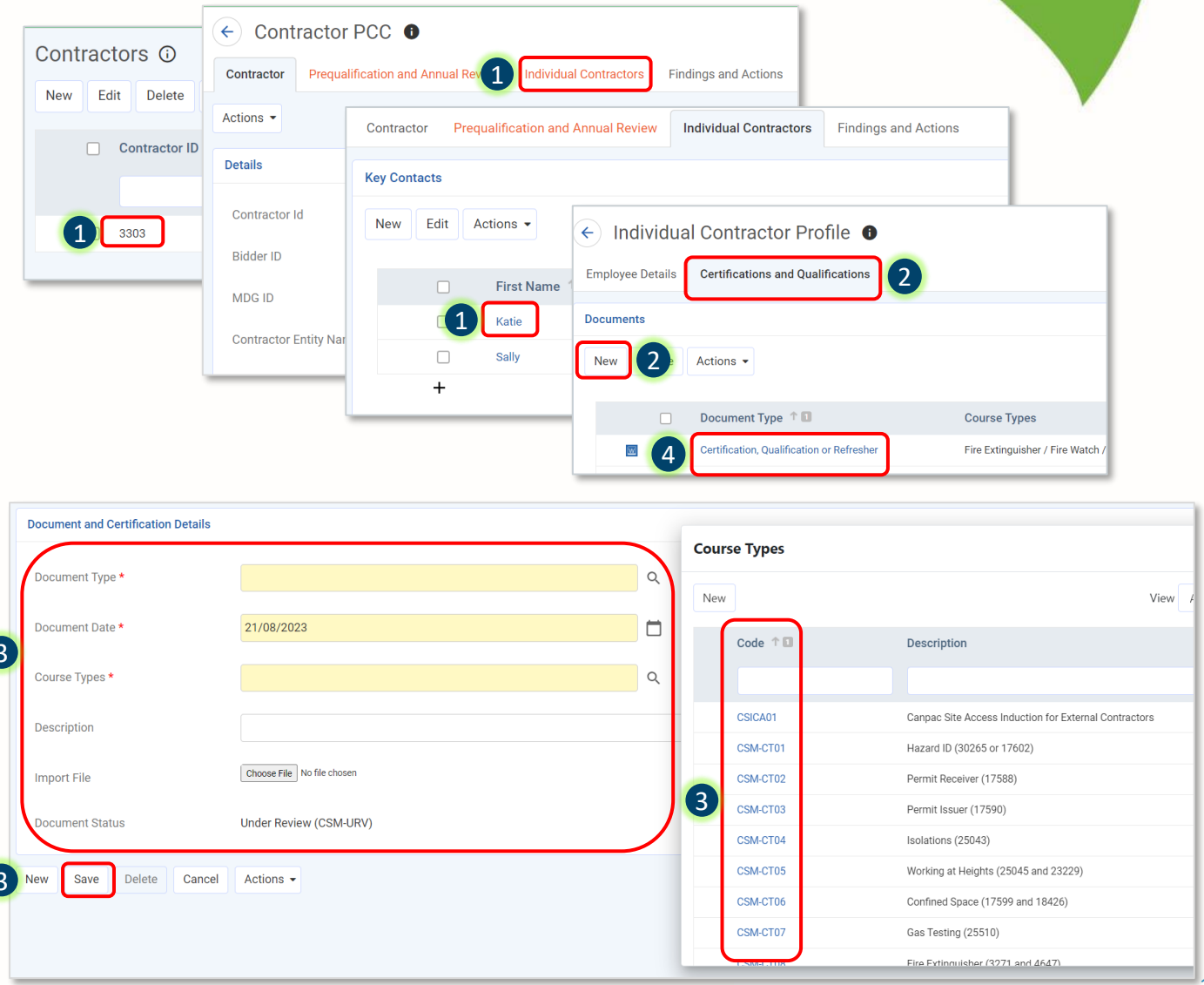
Upload a New Certificate

1 From the **Contractors** landing page, click the **Contractor ID** to go to your Entity record, then click the **Individual Contractors** tab.
Select the Contractor from the list by clicking their **First Name**.

2 In the Individual Contractor Profile, click the **Certifications and Qualifications tab**.
Click **New**.

3 Complete the following fields:
- **Document Type** - Select Certification and Qualification or Refresher
- **Expiration Date** – Copy across from the certificate, if applicable
- **Document Date** – Change from today's date to date of issue
- **Course Types** – Use the search icon for a full list. Choose Other if course not listed
- **Description** – Enter a concise, clear description of the document content
- **Import File** – Click Choose File to upload a document or photo of the certificate/qualification

Click **Save**.

ℹ The document is now ready for review by Fonterra.

⚠ Always create a NEW document record when uploading a new certificate.

View a Document Record

4 From the Contractor Individual Profile, go to the Certifications and Qualifications tab and click on the document **Document Type**.
To open the imported file, click the paperclip symbol.