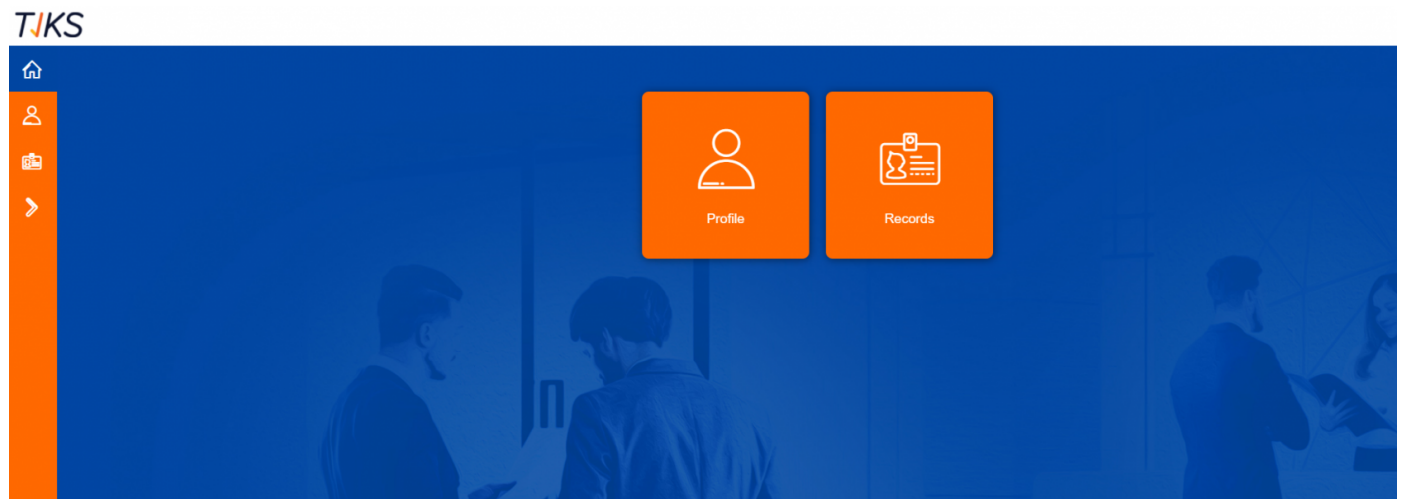# How do I manage Company Records as a Company Admin?
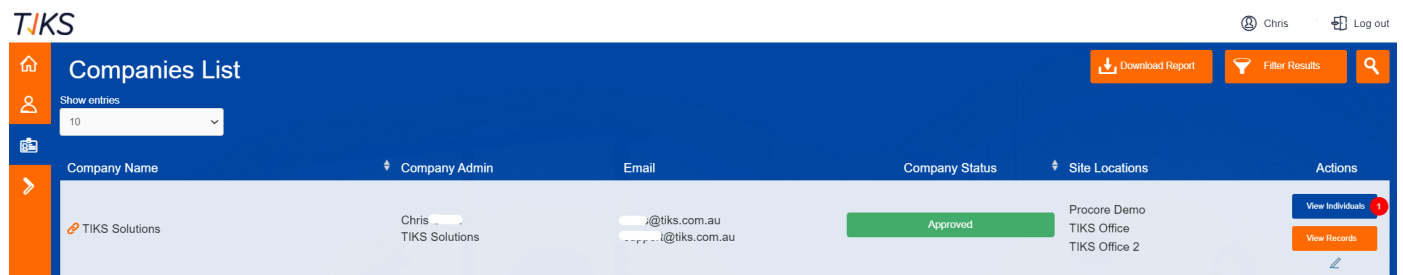
Log into the system portal using the company admin credentials.

Select Records from the home screen (see below).

Then select "View Records" button from the "Actions" column in the far right hand side of the screen.

The Records screen will then display (below).

Select the pencil icon to edit the record

Complete the details in "Edit Record". Upload the necessary documents.

Once completed click "Save".

Continue with editing each Record until complete.

If this record it not required for the work you perform, click "Not Applicable".

Edit Record

Australia

NSW

Professional Indemnity Insurance

12345L243234

31/01/2022

Locations

Accepted Types: pdf, png, jpg

Click or Drop files here to upload (Max: 10mb)

🔗 1594609674.7551_Test_Site_Slid... ❌

Not Applicable   Save

Revision #1
Created 3 years ago by Admin
Updated 3 years ago by Admin