

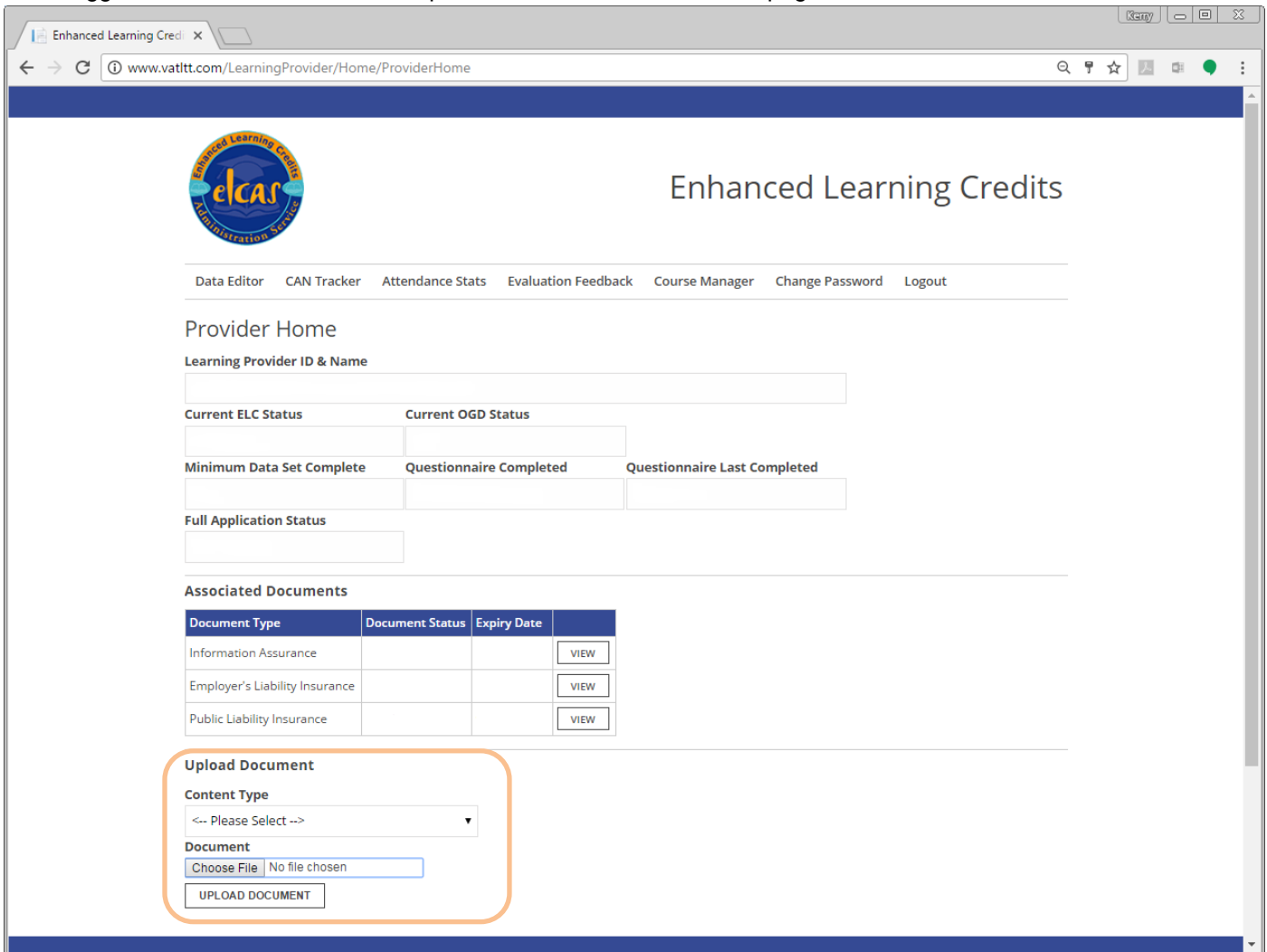
# Enhanced Learning Credits (ELC) Critical Documents Upload



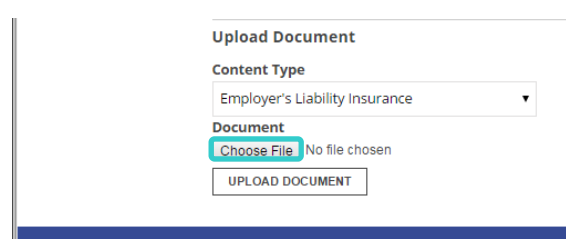
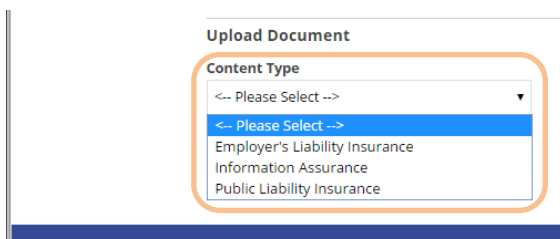
There are three documents which must be provided by a Learning Provider on an annual basis. These 'Critical Documents' are:

- Employer's Liability Insurance
- Public Liability Insurance
- Information Assurance

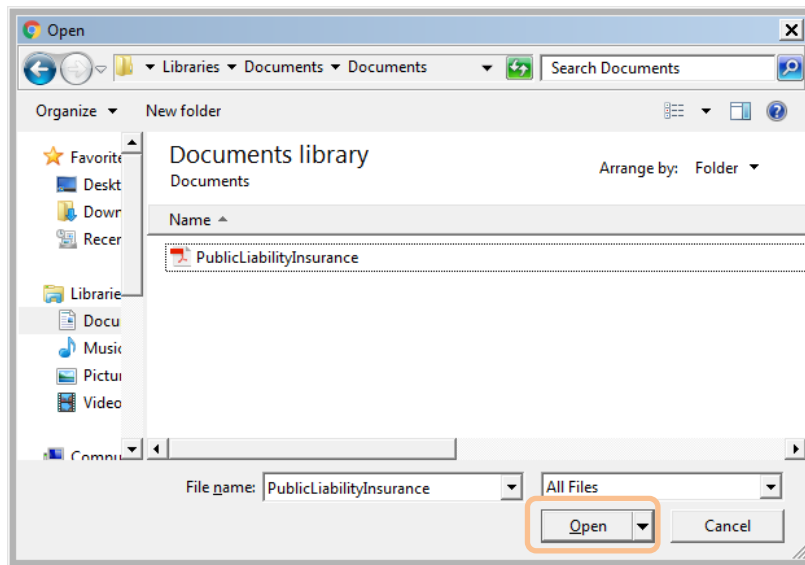
Once logged in the documents can be uploaded via the Provider Home page.



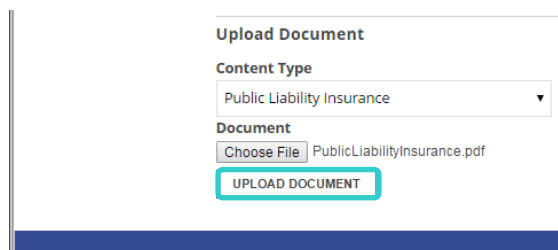
To upload a document select the **Content Type** from the drop down list and then **Choose File**.



Navigate to the saved file in the window that appears, select the Document and then **Open**.



The document selected is visible, to complete the upload process select **UPLOAD DOCUMENT**



Prior to the documents expiring email reminders will be sent to the registered email address of the Management Contact to prompt the upload of up to date documents and prevent membership of the scheme lapsing.