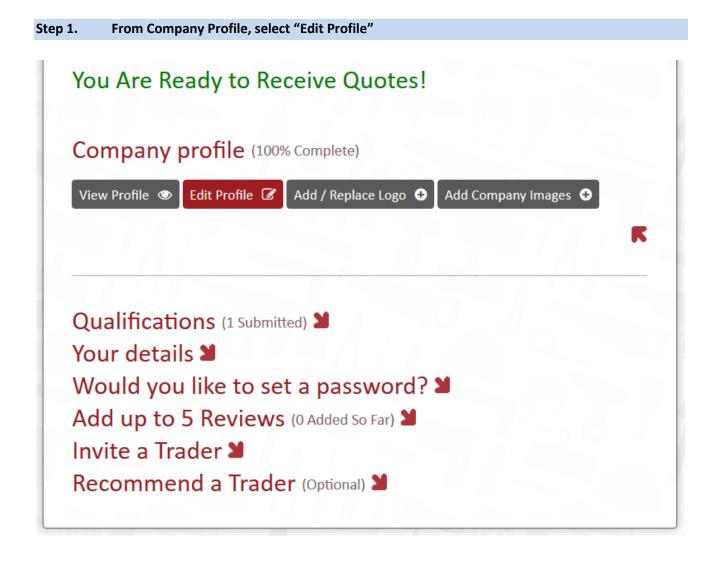


Click-Quote-Done Ltd

Uploading Qualifications

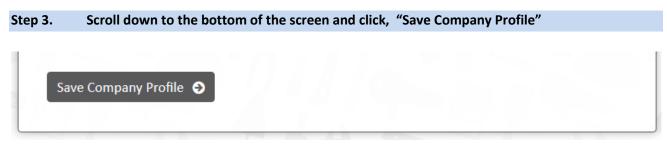
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| Step 1. From Company Profile, select "Edit Profile" | 2 |
| Step 2. Scroll down to "Qualifications /Memberships" and add your details from the drop down b | oox 2 |
| Step 3. Scroll down to the bottom of the screen and click, "Save Company Profile" | |
| Step 4. From the dashboard go to "Qualifications" and click the "Upload" button next to the qual you want to send proof for | |
| Step 5. From the dashboard go to "Qualifications" and click the "Upload" button next to the qual you want to send proof for | |
| Step 6. Click the "Choose File" button and find the document | 4 |
| Step 7. Click the "Upload Now" button | 4 |



Step 2. Scroll down to "Qualifications /Memberships" and add your details from the drop down box

| Qualifications / Mo | emberships | |
|---|--|--------|
| Qualifications may be verified, and if false qualificatio | ns have been added the account will be immediately closed.) | |
| NAPIT | Expiry Date (if applicable) | Delete |
| | | |
| Add Another Qualification + | Request a New Qualification 🔿 | |



This has now added the qualifications to your list. To send in proof of your qualifications, follow the next steps

Step 4. From the dashboard go to "Qualifications" and click the "Upload" button next to the qualification you want to send proof for.

| Dashboard |
|--|
| Your company details have been updated! |
| Hello Daniel , this is your dashboard. |
| You Are Ready to Receive Quotes! |
| Company profile (100% Complete) |
| (Any qualifications you add in your company profile will be listed here) |
| • NAPIT (Awaiting Upload) Upload |
| • BDA - British Drilling Association (Awaiting Upload) Upload |
| |

Step 5. From the dashboard go to "Qualifications" and click the "Upload" button next to the qualification you want to send proof for.



Step 6. Click the "Choose File" button and find the document

