



Click-Quote-Done Ltd

Uploading Qualifications


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Step 1. From Company Profile, select "Edit Profile"


You Are Ready to Receive Quotes!

Company profile (100% Complete)

View Profile 

Edit Profile 


Add / Replace Logo 

Add Company Images 



Qualifications (1 Submitted) 

Your details 

Would you like to set a password? 

Add up to 5 Reviews (0 Added So Far) 

Invite a Trader 

Recommend a Trader (Optional) 

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

Qualifications / Memberships


(Qualifications may be verified, and if false qualifications have been added the account will be immediately closed.)


NAPIT



Expiry Date (if applicable)

Delete

Add Another Qualification 

Request a New Qualification 

Step 3. Scroll down to the bottom of the screen and click, "Save Company Profile"

Save Company Profile →

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) ↘

Qualifications (2 Submitted)

(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



Step 7. Click the “Upload Now” button

