



How to keep your documents updated

Having uploaded documents, you will notice a 'DOCUMENT MANAGEMENT' button appear on the Document Status box on your home dashboard as well as a new section at the bottom of your dashboard screen listing all document you have uploaded.

Your Documents

Not Published OK Expired - Amber Expired - Red

DOCUMENT	STATUS	EXPIRY DATE	DOWNLOAD
acme-services-employers-liability-certificate.pdf	● Not Published	17 Sep 2020	
acme-services-public-liability-certificate.pdf	● Not Published	31 Oct 2020	
acme-services-professional-indemnity-certificate.pdf	● Not Published	31 Jul 2020	

The list of documents on your dashboard provides a single location to monitor your documents and quickly update soon-to-expire or expired documents.

If any of your documents expire before your renewal date, it is your responsibility to maintain and update these. Hellios will send you notifications by email and you can log in to check the status of your documents at any time.

On accessing the system, the Documents Status box on your dashboard will be Amber or Red (depending on how long your document has been expired). Click the 'DOCUMENT MANAGEMENT' button or simply scroll down the screen to view all of your documents, their status and expiry date at a glance.

To replace any document, simply click the document name which will take you to the relevant section where you can replace the expiring/expired document. In order to do update your documents/answers, click the pink 'UPDATE' button. If the questionnaire has been updated since you last completed, there may be new questions for you to answer.

Note: When you submit an updated document, it will be validated. You will be contacted if any clarifications are required by the Validations Team.