Documentation Format Requirements

1) Documents need to be uploaded to your Dropbox

To make the document review process easier its best that the documentation is uploaded directly to your dropbox. If you have any issues with this process, please contact your designated CSO.

2) Format PDF, Microsoft Word or JPEG

After the audit is completed, all documentation will be uploaded to the commission. To make this process easier we will only accept documentation in PDF, Microsoft word or JPEG format

3) Documentation Naming

All your documentation will need to be named with the correct reference to the documentation.

4) Employees

If you have several employees, every employee should have their own folder with all relevant information for the employee