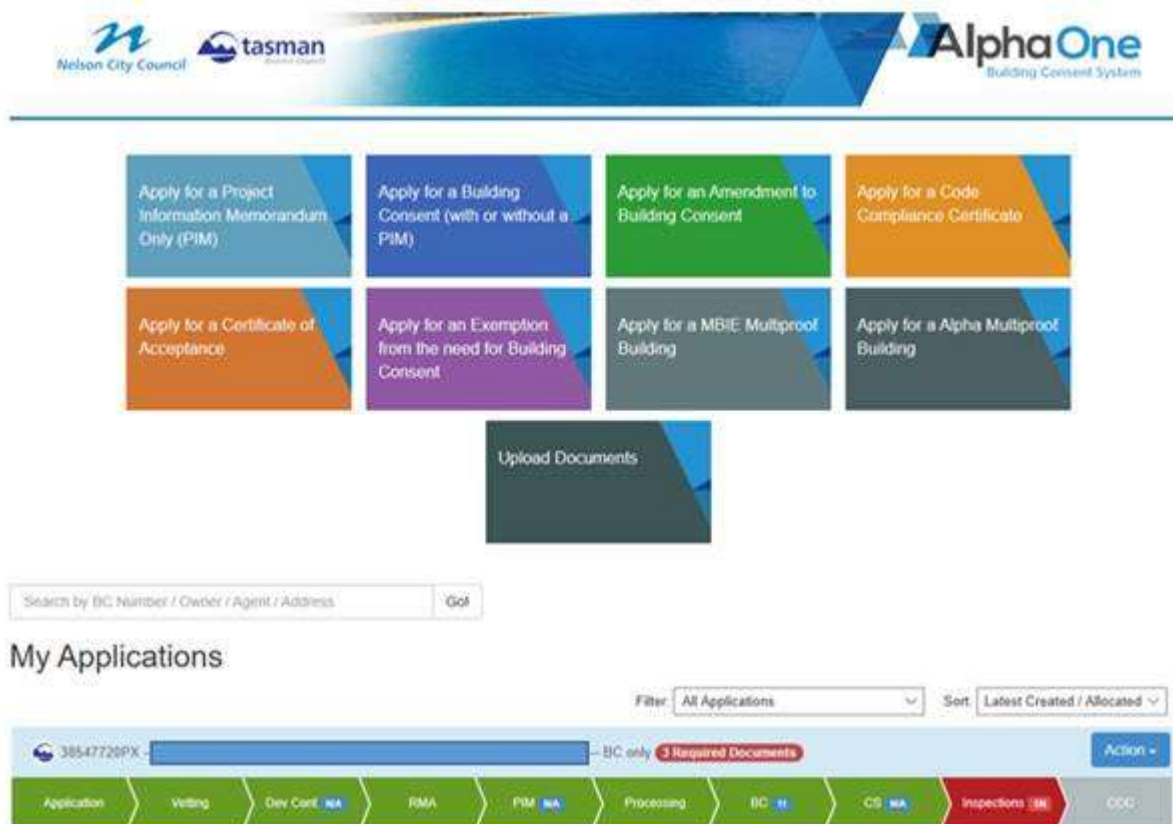# An easy guide to uploading documents in the AlphaOne portal

1. Save the documents you wish to upload on your local device

2. **NB:** They must be in a **PDF** or **JPEG** format or they will not be accepted

3. Log into the AlphaOne portal using the email address you originally registered with and your password:

https://consents-topofthesouth.abcs.co.nz/helix?h=a3c65c2974270fd093ee8a9bf8ae7d0b&t=1585699912

4. Click on the "Upload Documents" tab:

5. Select which BC you wish to upload documents from by clicking "Select":

6. This will take you to a new window:

7. Select which document you wish to upload by clicking on "Attach File" on the right hand side

8. Navigate to where your document is saved to on your local device and double click on it

9. The document will automatically load up into the portal

10. An email notification is sent to the Building Support Team and the document is then reviewed

All required documents must be uploaded prior to applying for your Code Compliance Certificate