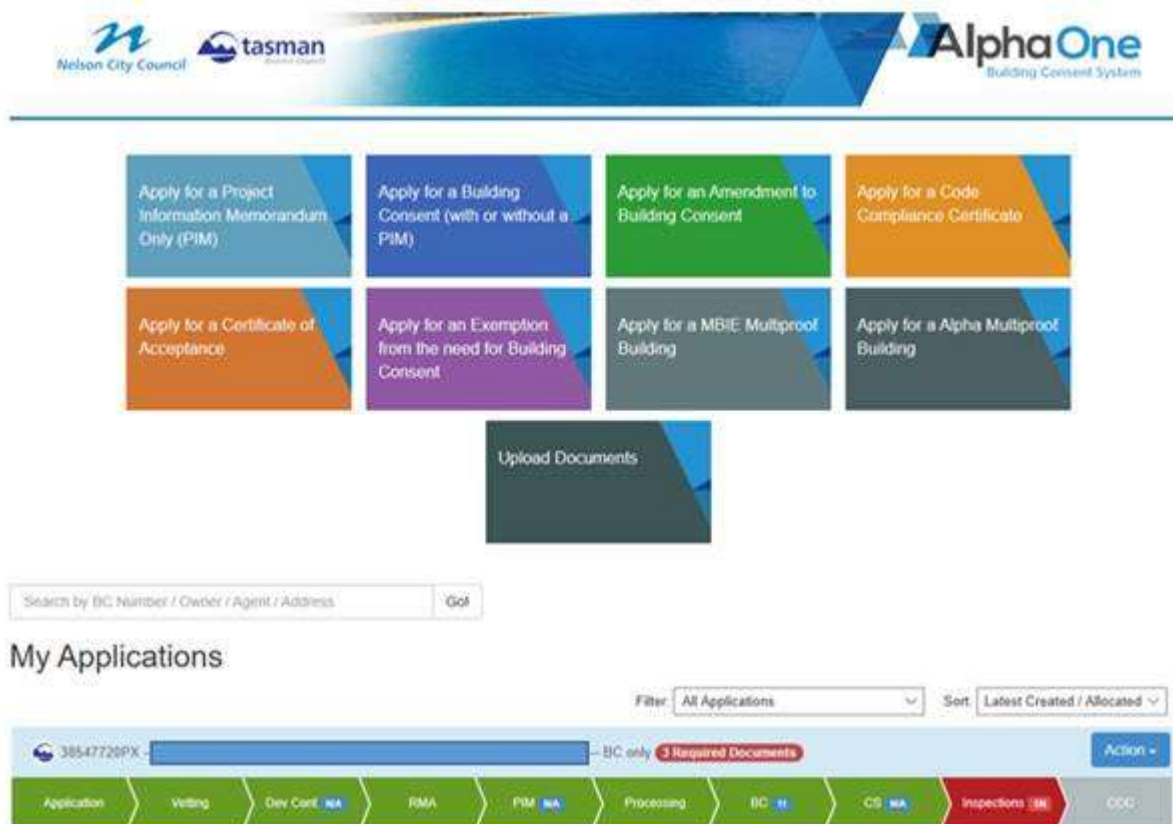


An easy guide to uploading documents in the AlphaOne portal

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:




- Select which BC you wish to upload documents from by clicking “Select”:

Upload Supporting Documents

Search: [Go](#)

Please select the application that you wish to add documents to:

Ref. Number	Site Address	
BC185053	<input type="text"/>	Select



- This will take you to a new window:




BC185053

Note: As soon as you have uploaded a file, it will be available to the Council.
Allowed file types are PDF, JPG & PNG format only and maximum file size of 1.0GB.

Main Building

Filename	File Size	Uploaded By	Date Uploaded	Result	
Form 6a - LBP record of building work - Carpentry (Drafting / Pre-wrap) + Attach File					
Form 6a - LBP record of building work - External plastering (Pre-plaster) ✓					
LBP_ROBW_Solid_Plastering.pdf	41.72kB	<input type="text"/>	18 Jun 2019 07:41:53	Accepted on 2 Oct 2019 14:59:45 Note(s): The documentation has been submitted in the correct form.	...
E2: Wall cladding - Product & installer warranties (Final) + Attach File					
E2: Plaster system product and installer warranties (Pre-plaster) ✓					
Plaster_System_Warranty.pdf	313.04kB	<input type="text"/>	18 Jun 2019 07:41:32	Accepted on 2 Oct 2019 15:00:09 Note(s): The documentation has been submitted in the correct form.	...
F2: Hazardous materials - Compliance documentation (Final) + Attach File					
G10 & G11: Energy works certificate (Final) + Attach File					
G12: Pipework pressure test documentation (Pre-final) + Attach File					
G13: As-builts, drainlayer details, pipework test (Drainage) + Attach File					
Miscellaneous documents + Attach File					
Minor variations + Attach File					



- Select which document you wish to upload by clicking on “Attach File” on the right hand side
- Navigate to where your document is saved to on your local device and double click on it
- The document will automatically load up into the portal
- 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