

Upload Supporting Documents

To upload documents to support your submission in the SkillsConnect system, please proceed with the following:

1. Click the **“Upload/Download Documents”** button to upload the required documents to support your application. Note that the file size is limited to 5MB each and the file type supported is PDF or WinZip.
2. Click the **“Browse”** button.

Upload Supporting Documents [Help](#)

Please be advised that you should only upload pdf or zip files for your supporting documents.
Kindly [click here](#) for instructions on converting into pdf file format.

Each file to be uploaded should not exceed 5 MB.
If the file exceeds the recommended size of 5 MB, you could follow the below recommendations to reduce the file size:
- split the file into separate documents.
- For example if your document has 20 pages, you could save it into 2 separate documents, the first document containing the first 10 pages while the second document contains the next 10 pages.
- zip the document up.

Please note that if you select a **confidential document type**, the uploaded document will be **viewable by WDA only**.
The information may be sensitive and not shared among Management Representatives from the same organisation.

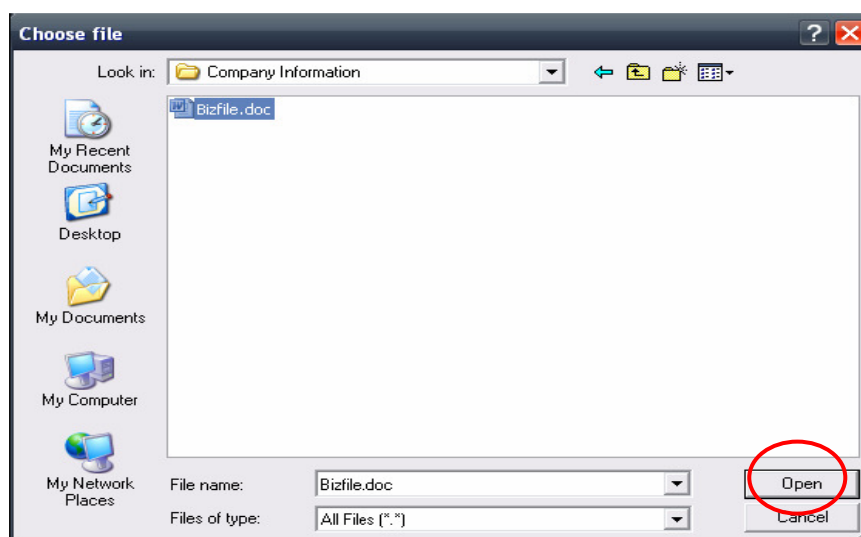
If you wish to continue viewing the documents, you may select "General Correspondence" instead.

Please be advised that you will experience slowness when uploading non-pdf files as it will take substantial time for conversion.
Hence, please upload only pdf files.

For applicants to be in-house providers, please download [this document](#) to be uploaded as "Audited Financial Documents, if applicable.

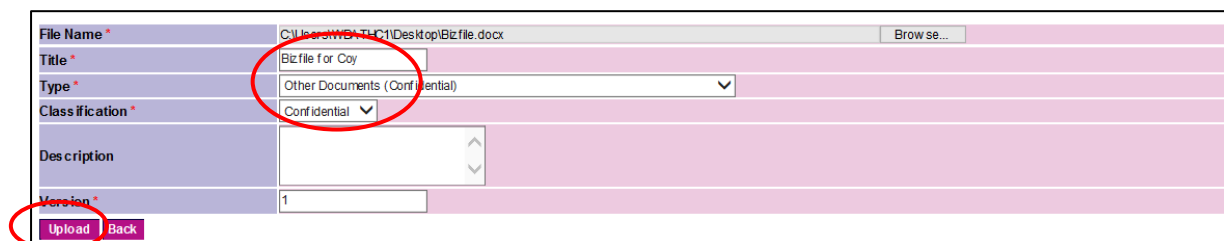
File Name *	<input type="text"/>	<input type="button" value="Browse..."/>
Title *	<input type="text"/>	
Type *	[select]	
Classification *	[select]	
Description	<input type="text"/>	
Version *	<input type="text"/>	

3. Select the file that you wish to upload and click the **“Open”** button.



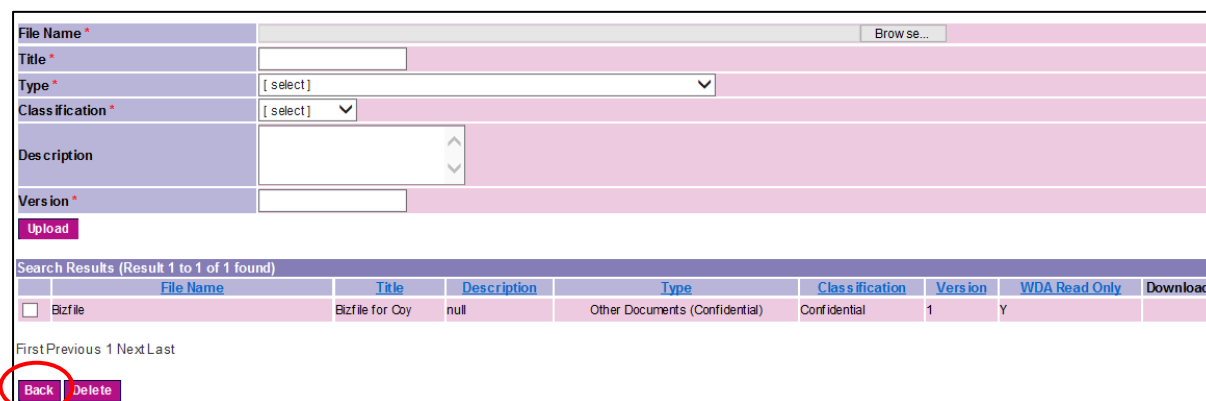
SkillsConnect System Training Guide

4. Enter all fields in the Upload Supporting Documents page.
5. Click the “**Upload**” button.



The screenshot shows a form for uploading supporting documents. The fields are: File Name (C:\Users\WBA\11\1\Desktop\Bizfile.docx), Title (Bizfile for Coy), Type (Other Documents (Confidential)), Classification (Confidential), Description (empty), and Version (1). The 'Upload' button is circled in red.

6. The system will display the file that you have uploaded. Repeat Step 2 to Step 5 for another file upload.
7. When you are done uploading, click the “**Back**” button.



The screenshot shows the system displaying search results for the uploaded file. The search results table is as follows:

	File Name	Title	Description	Type	Classification	Version	WDA Read Only	Download
<input type="checkbox"/>	Bizfile	Bizfile for Coy	null	Other Documents (Confidential)	Confidential	1	Y	

Navigation links: First Previous 1 Next Last. The 'Back' button is circled in red.