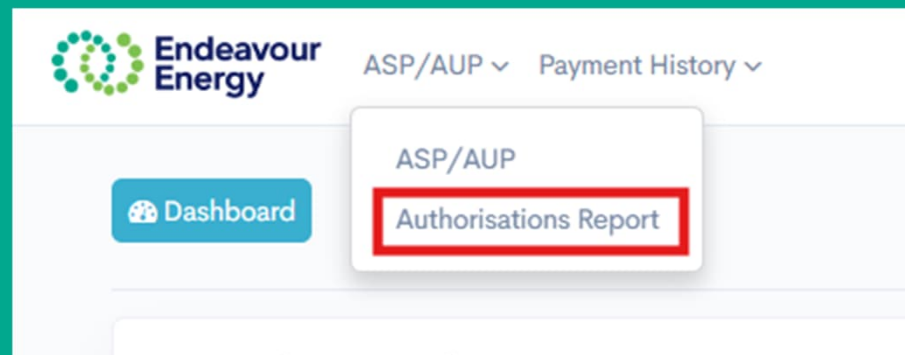
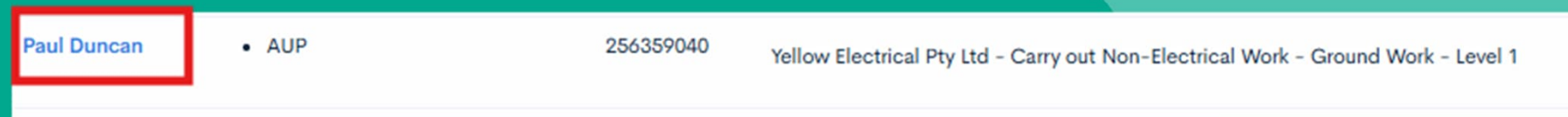


A Guide – How to Upload the Employee Registration Letter for the AUP from the ASP Scheme

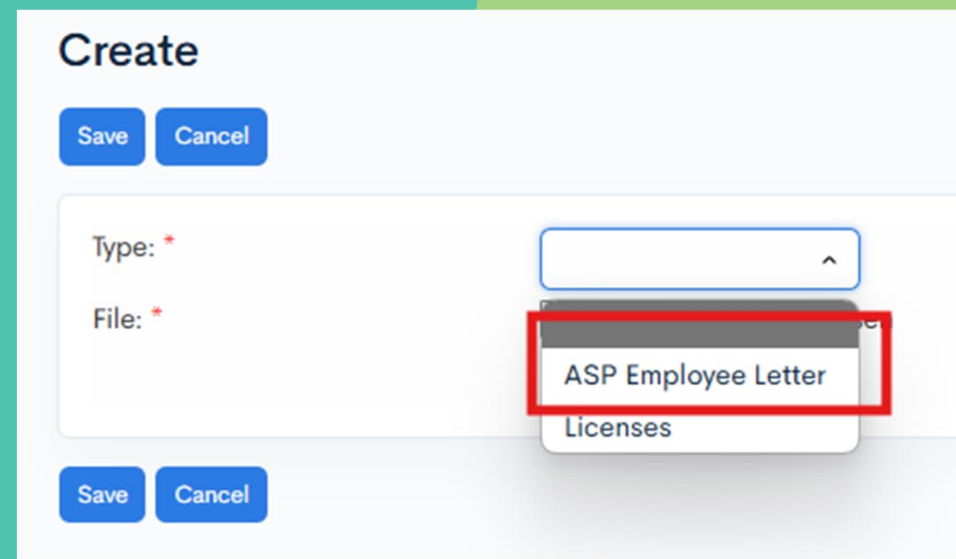
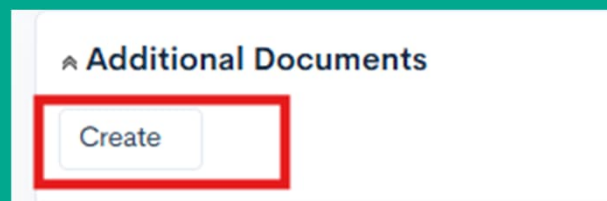
From the Dashboard go to the ASP/AUP Tab



In the dashboard, find the person you need to add the employee registration letter for
Click on the Profile Name



When you are in the profile go down to the Additional Documents and Click on the Create button



Create

Save Cancel

Type: *

File: *

ASP Employee Letter

Licenses

Save Cancel

- Click Type
- Select the ASP Employee Letter
- Upload your letter by choosing the file and save.

Create

Save Cancel

Type: *

File: *

ASP Employee Letter

Network Incident Document

Finance

Cancellation Document

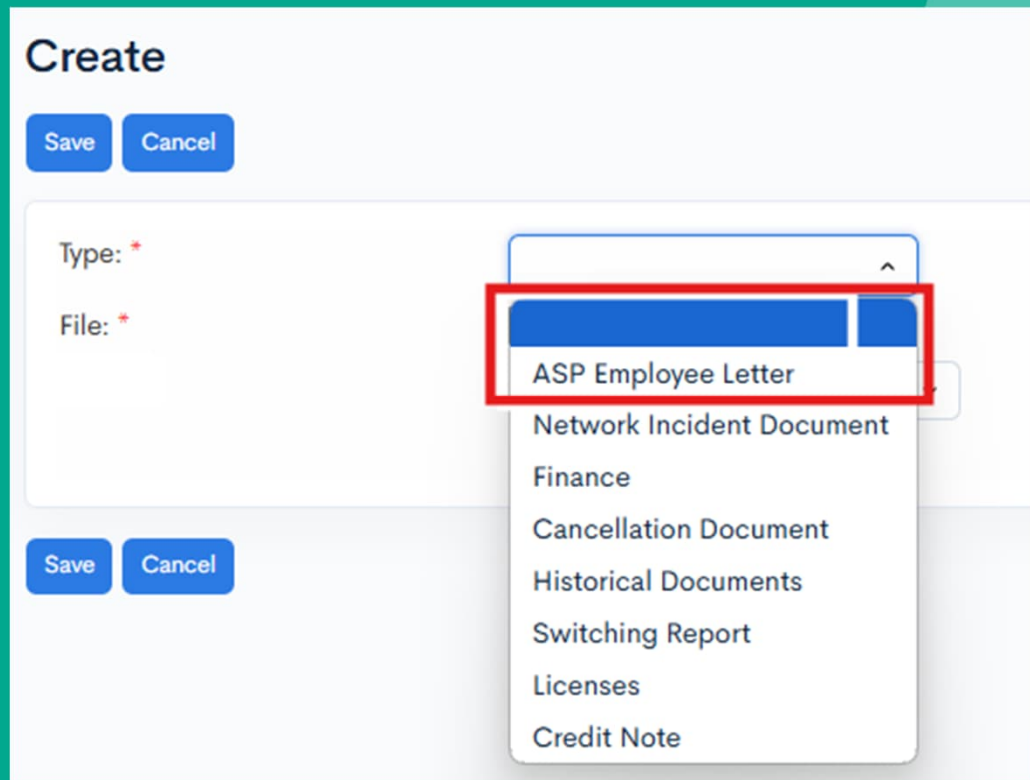
Historical Documents

Switching Report

Licenses

Credit Note

Save Cancel



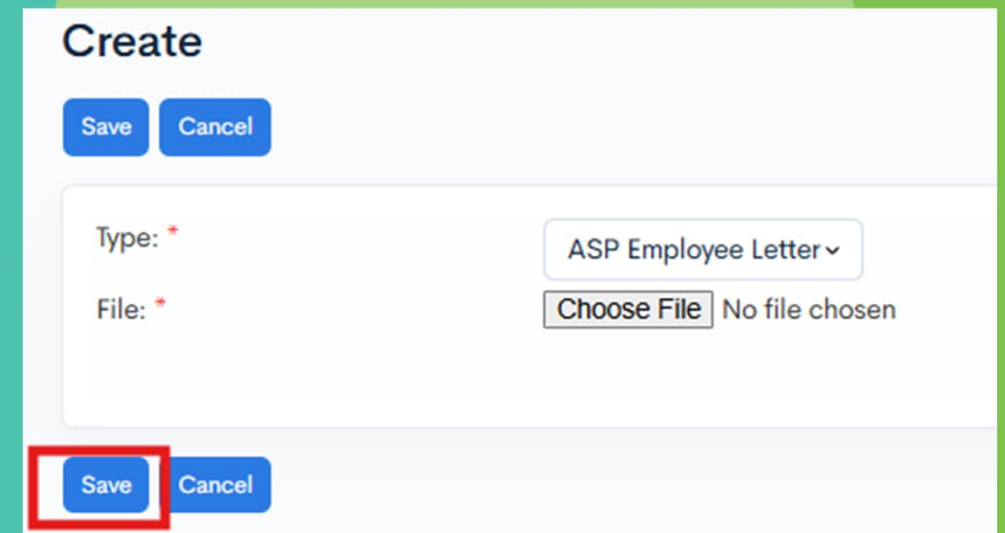
Create

Save Cancel

Type: * ASP Employee Letter v

File: * Choose File No file chosen

Save Cancel



Once you save the document this will become visible in the Additional Documents

Additional Documents

Create

AUP ↕	ASP ↕	TYPE ↕	FILE: ↕
Aaron Greene	Electrical Pty Ltd	ASP Employee Letter	Letter of Employment 1.pdf



**Endeavour
Energy**



**POWER
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