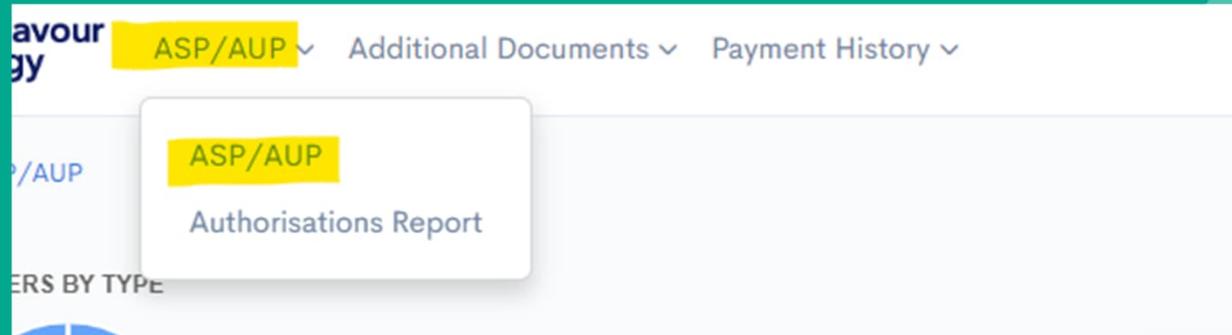
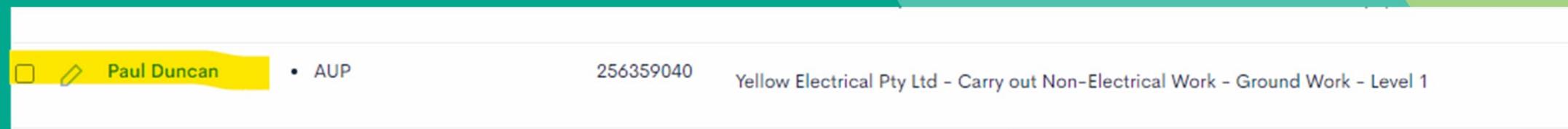


# A Guide – How to Upload the Employee Registration Letter for the AUP from the ASP Scheme

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

**Paul Duncan**

Edit ▾

Your Information   **Advanced**

^ Your Information

Type:	AUP
First Name:	Paul
Last Name:	Duncan
User Name:	Paul.Duncan
Role:	• AUP

^ AUP Information

ASP:	• Yellow Electrical Pty Ltd
AUP Type:	External
Service Number:	

^ Contact Details

Street Number:	
Suburb:	
PO Box:	
Work Phone:	

Email Settings

Email Address:	paulduncan777777@gmail.com (Primary)
Email Client:	Beakon Email Client
Email Provider:	N/A
SMTP Username:	

^ Additional Documents

Create

AUP ⌵      ASP ⌵

No Data

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

Create

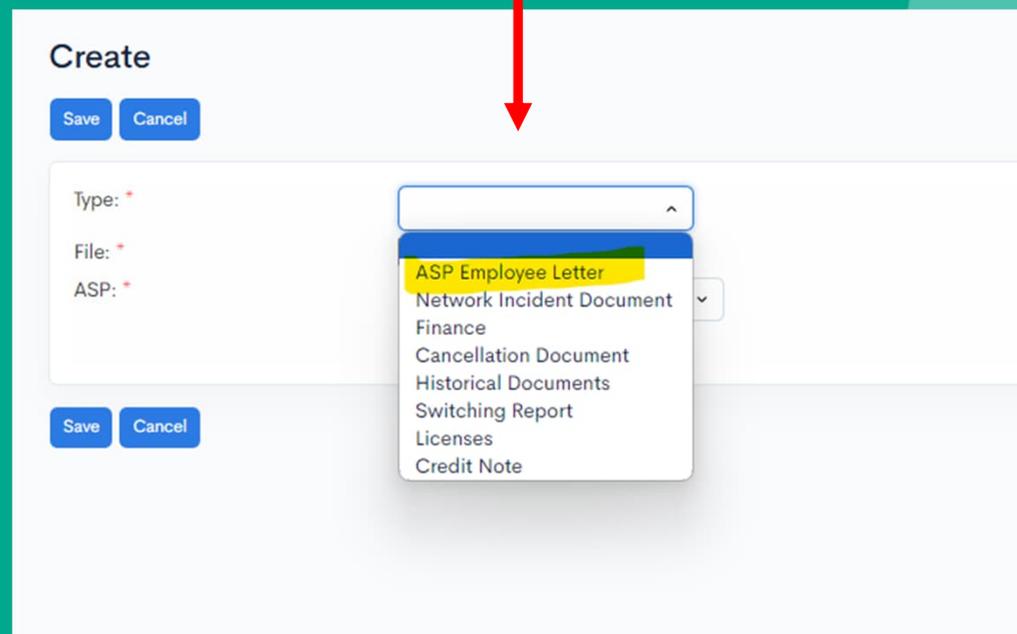
Save Cancel

Type: \*

File: \*

ASP: \*

Save Cancel



The screenshot shows the 'Create' form with the 'Type' dropdown menu open. The 'ASP Employee Letter' option is highlighted in yellow. Other options in the dropdown include Network Incident Document, Finance, Cancellation Document, Historical Documents, Switching Report, Licenses, and Credit Note. A red arrow points from the first bullet point of the instructions to the 'Type' dropdown.

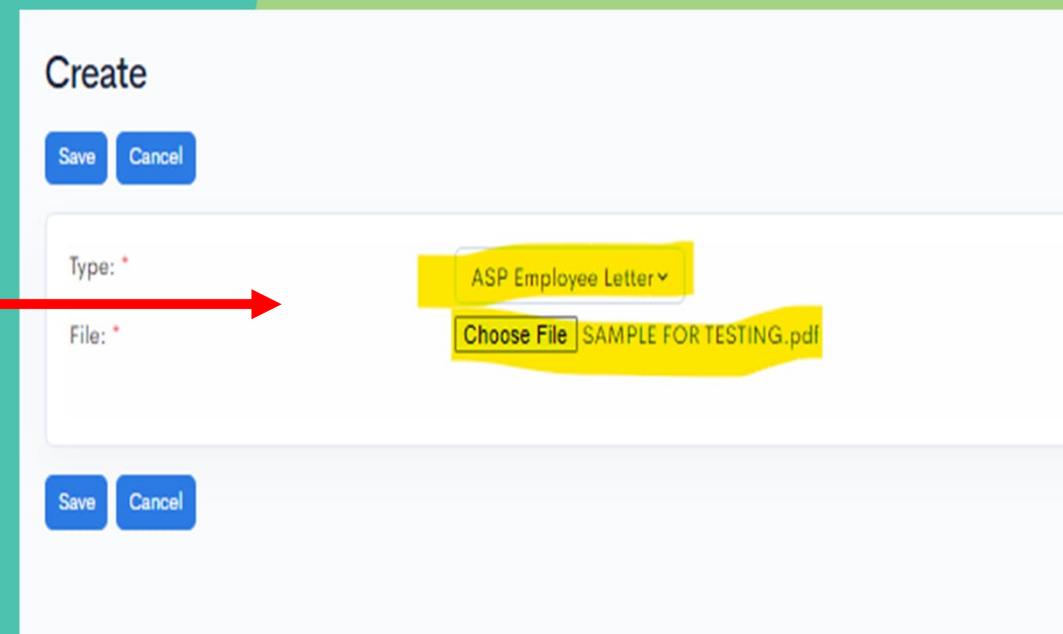
Create

Save Cancel

Type: \*

File: \*

Save Cancel



The screenshot shows the 'Create' form with the 'Type' dropdown set to 'ASP Employee Letter' and the 'File' field containing a 'Choose File' button and a sample file name 'SAMPLE FOR TESTING.pdf'. A red arrow points from the second bullet point of the instructions to the 'File' field.

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  
together**