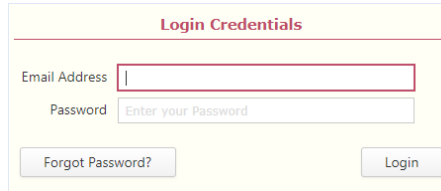


1 Access the Evolution CGO Supply Portal via <http://evolution.4b2btrade.com/default.aspx>

2 Click 

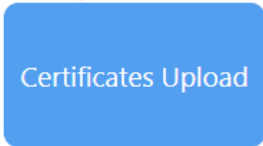
3 Enter Your User Name and Password



Login Credentials

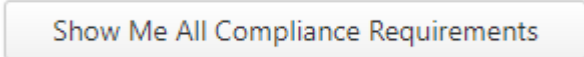
Email Address

Password

4 Click 

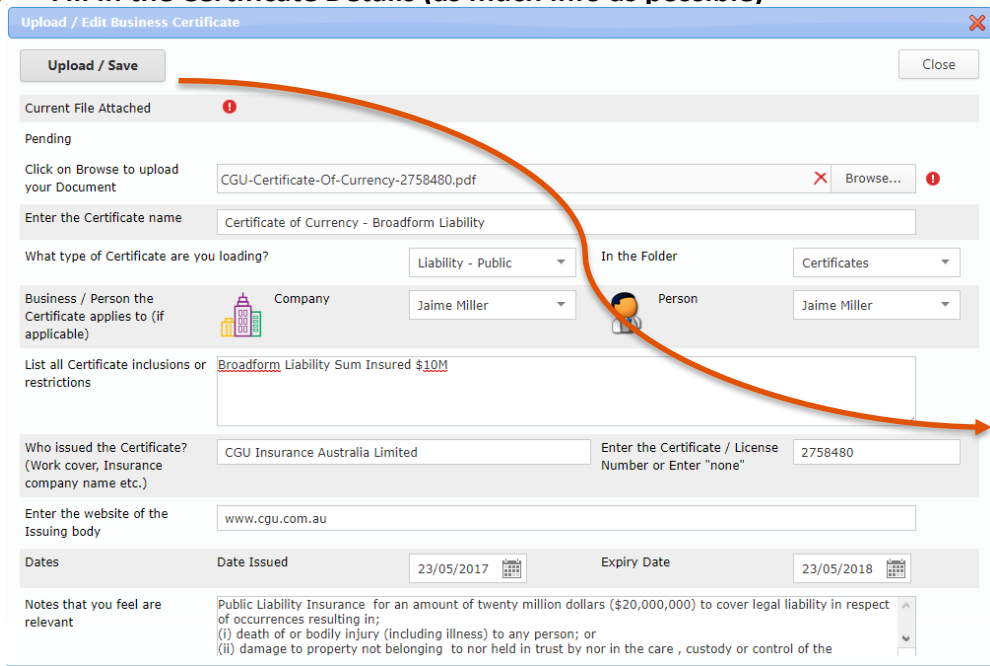
This will bring you to the **'Business Certificates'** Tab and show the required certificates according to your Industry Code, Occupation and/or Entity Type

Select **'Press to Fix'**.


5 Click 

| Clear Filters | Type | Action / Status | Action / Fix | Your Certificate Name | Our Certificate Name | Expiry Date | Hot Link |
|---------------|--------------------|---|---|-----------------------|------------------------------|-------------|----------|
| | Liability - Public | Approval is Pending until a Certificate is uploaded | <input type="button" value="Press to Fix"/> | | Insurance - Public Liability | | |


6 Fill in the Certificate Details (as much info as possible)



Upload / Edit Business Certificate

Current File Attached 

Pending

Click on Browse to upload your Document 

Enter the Certificate name

What type of Certificate are you loading? In the Folder

Business / Person the Certificate applies to (if applicable)

List all Certificate inclusions or restrictions

Who issued the Certificate? (Work cover, Insurance company name etc.) Enter the Certificate / License Number or Enter "none"

Enter the website of the Issuing body

Dates Date Issued Expiry Date

Notes that you feel are relevant

Mandatory Fields

Mandatory fields are highlighted with a red exclamation mark.

- File Attachment
- Expiry Date

Browse and select document to upload.

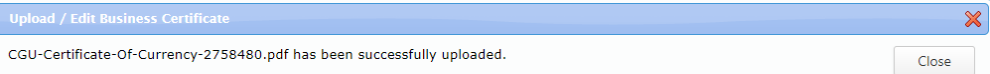
Complete Certificate Details

If it's a business Certificate ensure Company Selected, if its an individual then select the Person from your company users.

Once finished press **'upload / save'**

Include the employees name in the certificate name if the employee will not have access to the system (i.e. they do not have an email address listed)

After Upload/Save Pressed, file will upload and you will receive the following confirmation message



Upload / Edit Business Certificate

CGU-Certificate-Of-Currency-2758480.pdf has been successfully uploaded.

7 Your Certificate will be sent through to a CGO Officer to Review and Approve. An email will be sent prior to the Certificate Expiry Date as a reminder to re-submit a Current Certificate.

Please ensure all required Business and relevant Individual Certificates are uploaded and kept up-to-date.

8

When a certificate expires a notification will be sent via email before the expiry date as a reminder to upload a current certificate. To upload a current certificate follow steps 1-6 again
