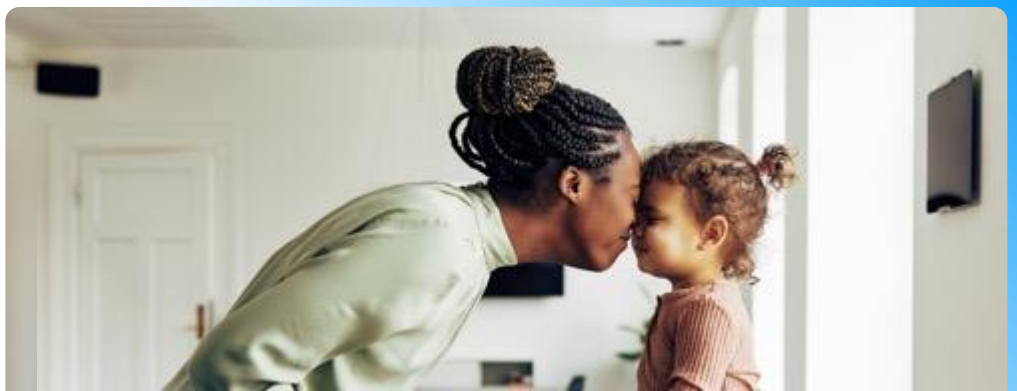
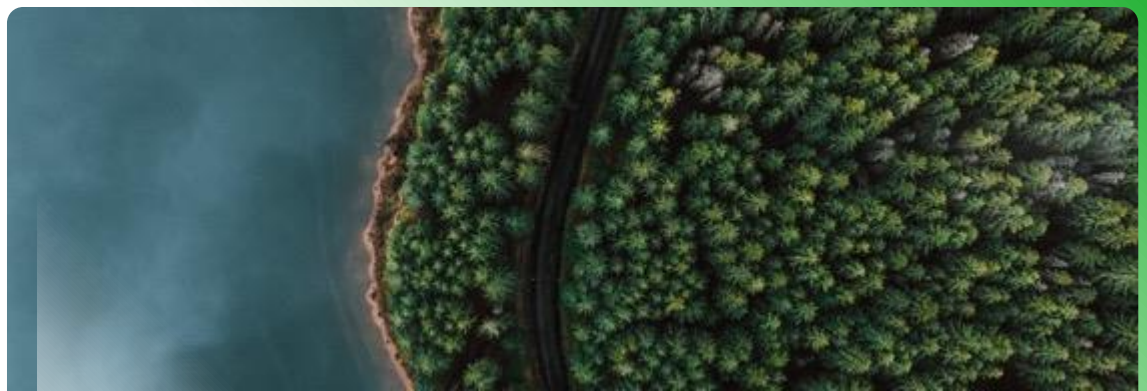
Partner Plus User Guide

Uploading Company Documents

This guide will take you step by step through uploading company documents within the new Partner Plus portal.

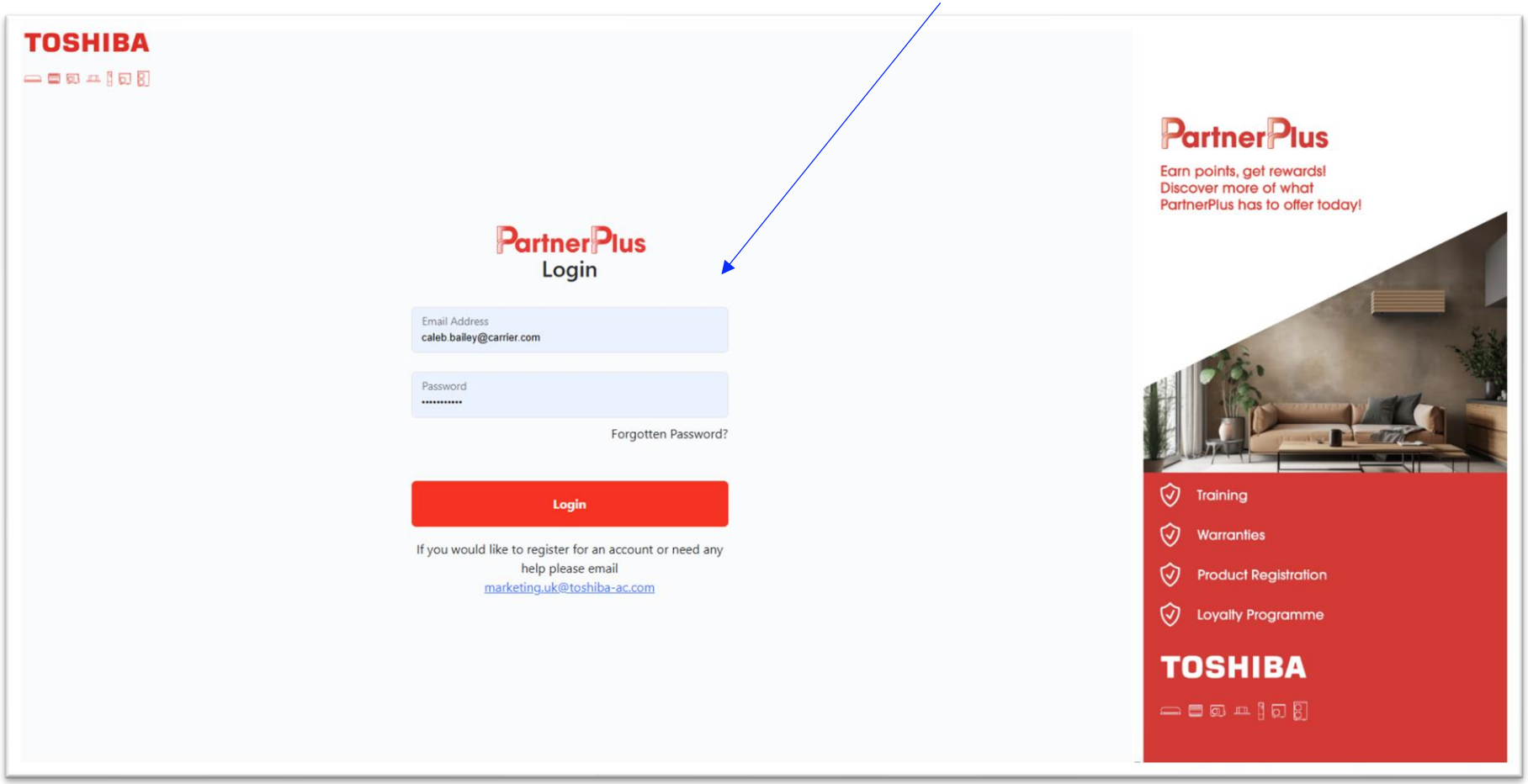




Logging In

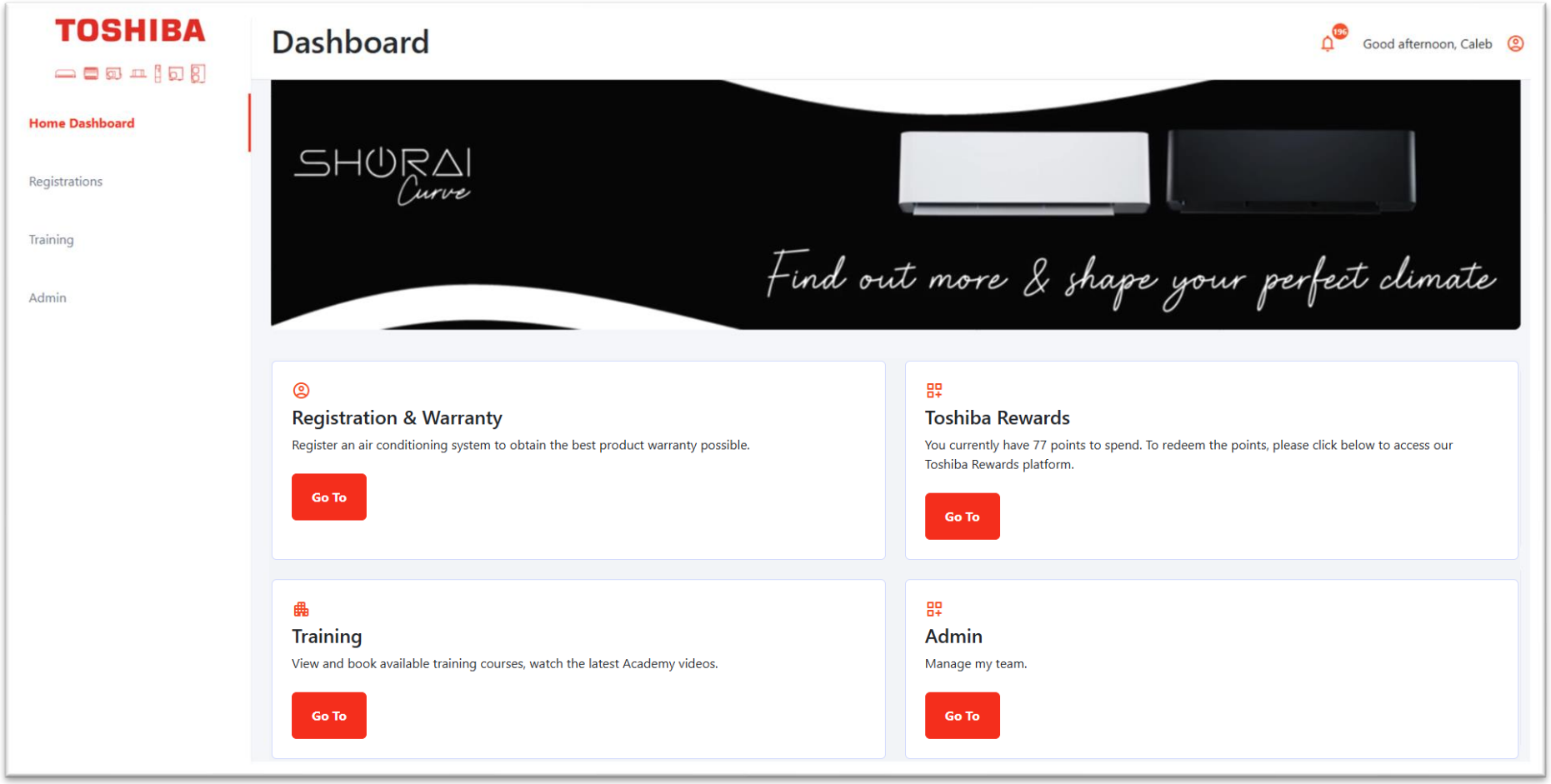
On the landing page, enter your Email and Password.

If you have forgotten your login details, please select ‘Forgotten Password’ or, contact marketing.uk@toshiba-ac.com.



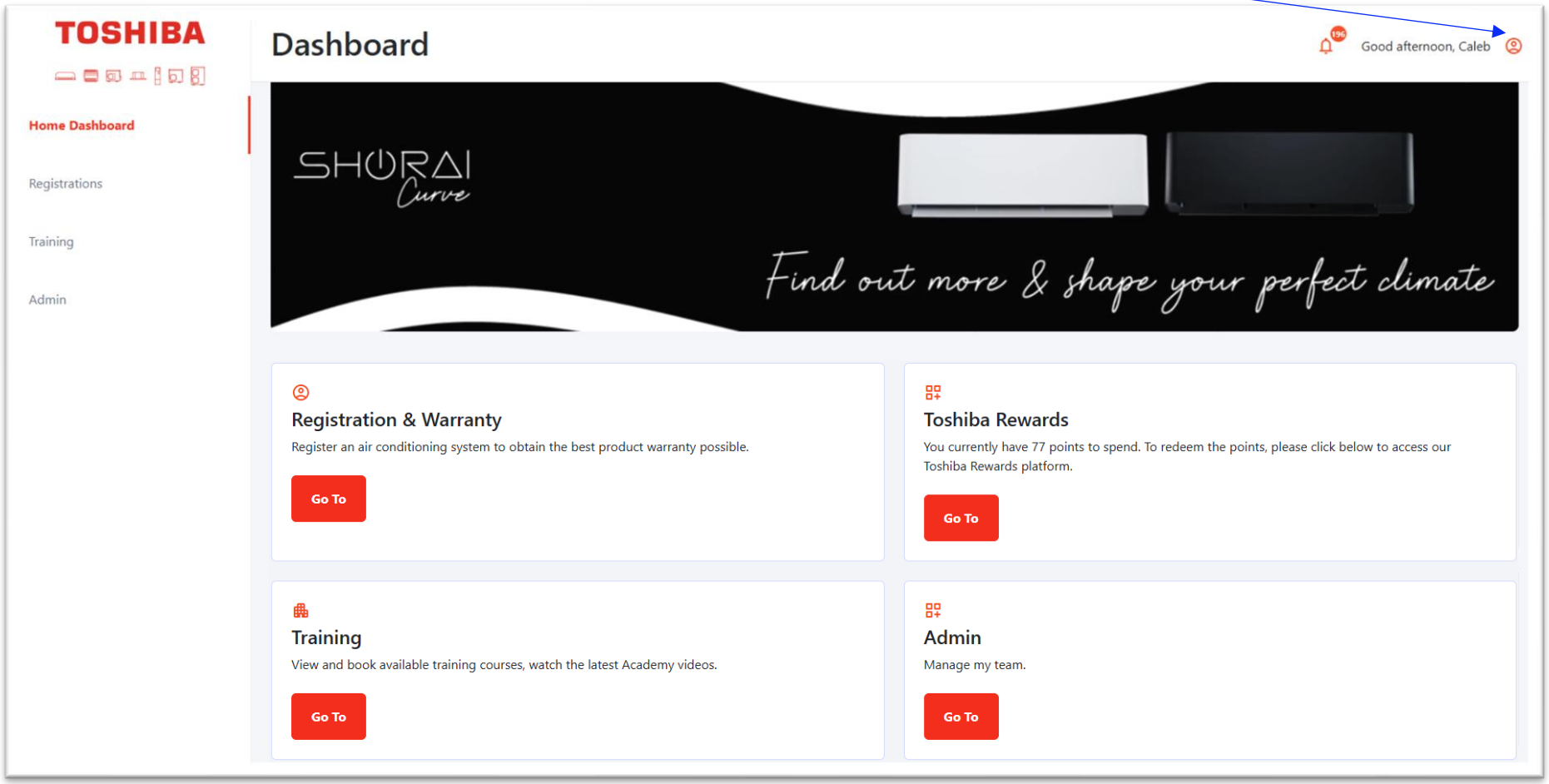
Dashboard

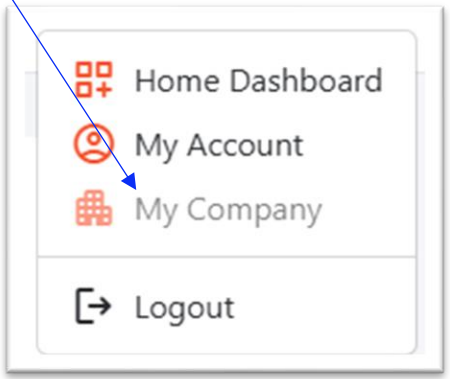
Once logged in, you will be taken to the user dashboard. On this screen, you will see the four categories which are linked **directly to your company**.



Dashboard

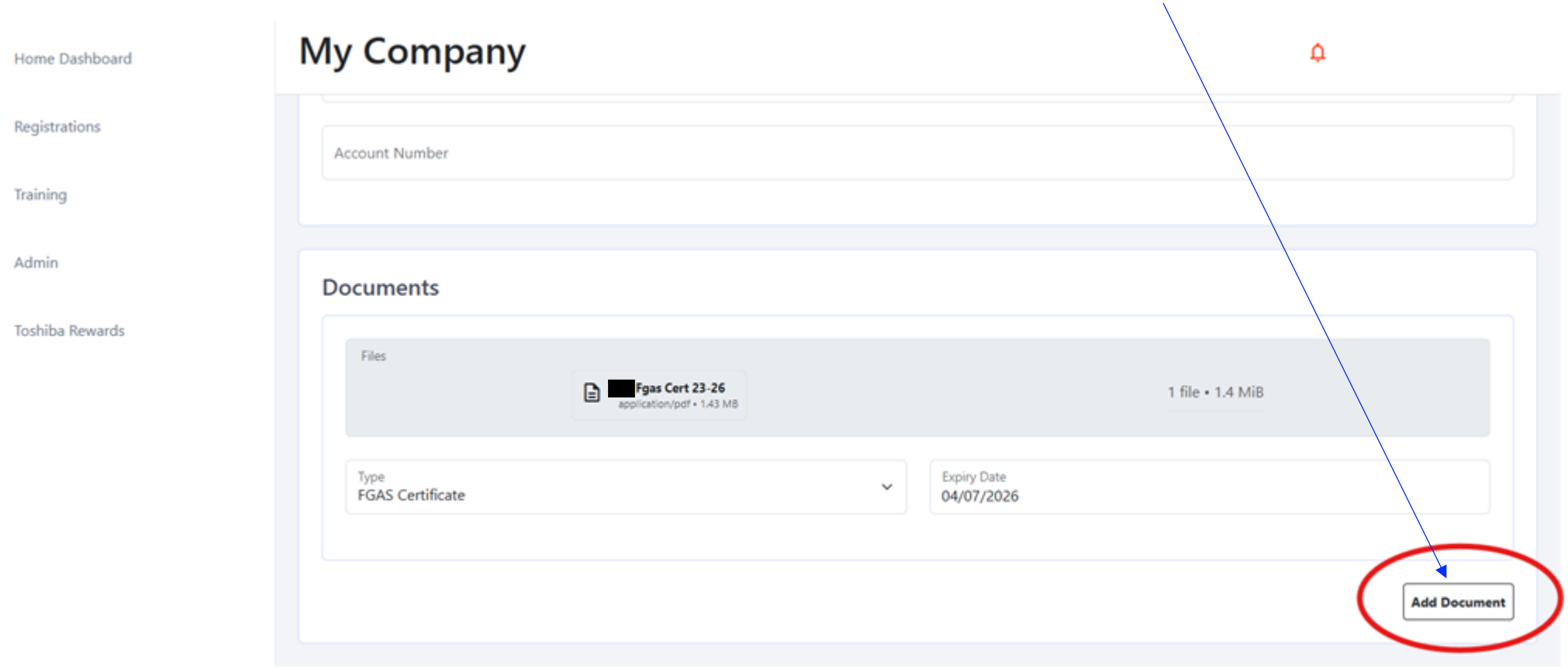
To Upload company documents, please select your account logo in the top right corner and click '**My Company**'.





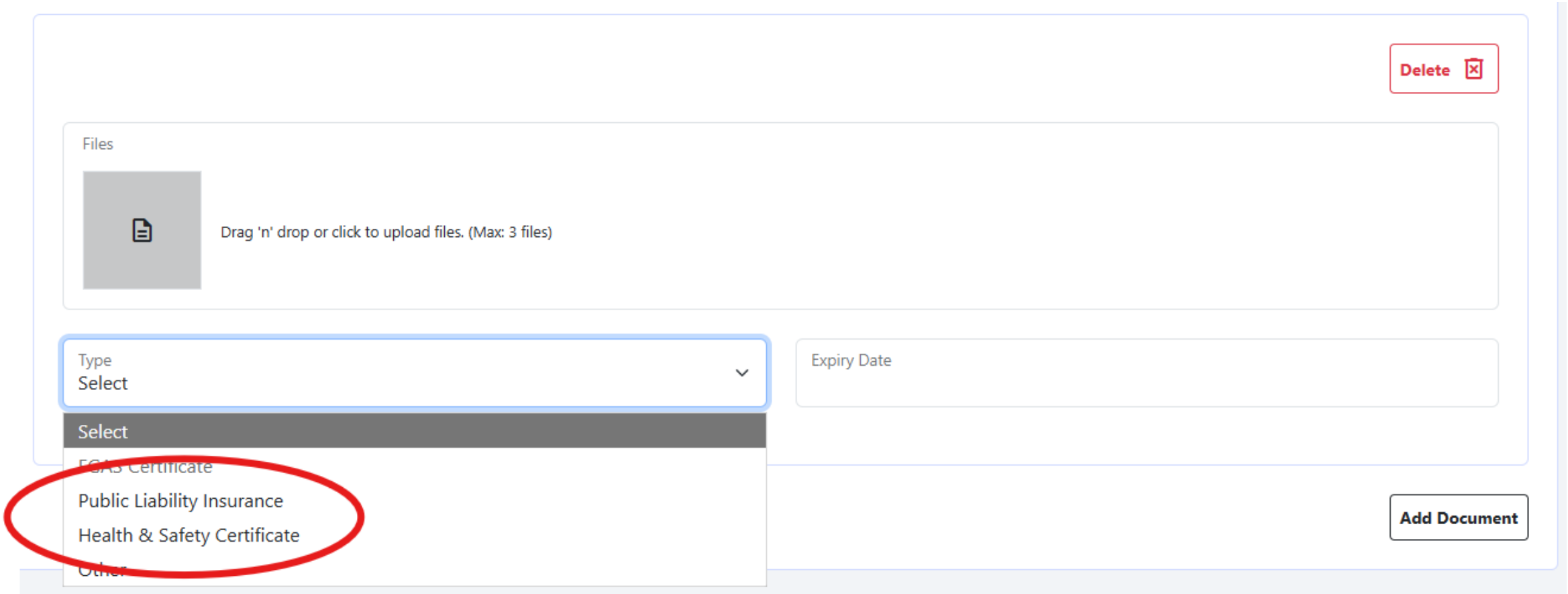
My Company

On the '**My Company**' page, scroll down to the bottom and click '**Add Documents**'.



My Company

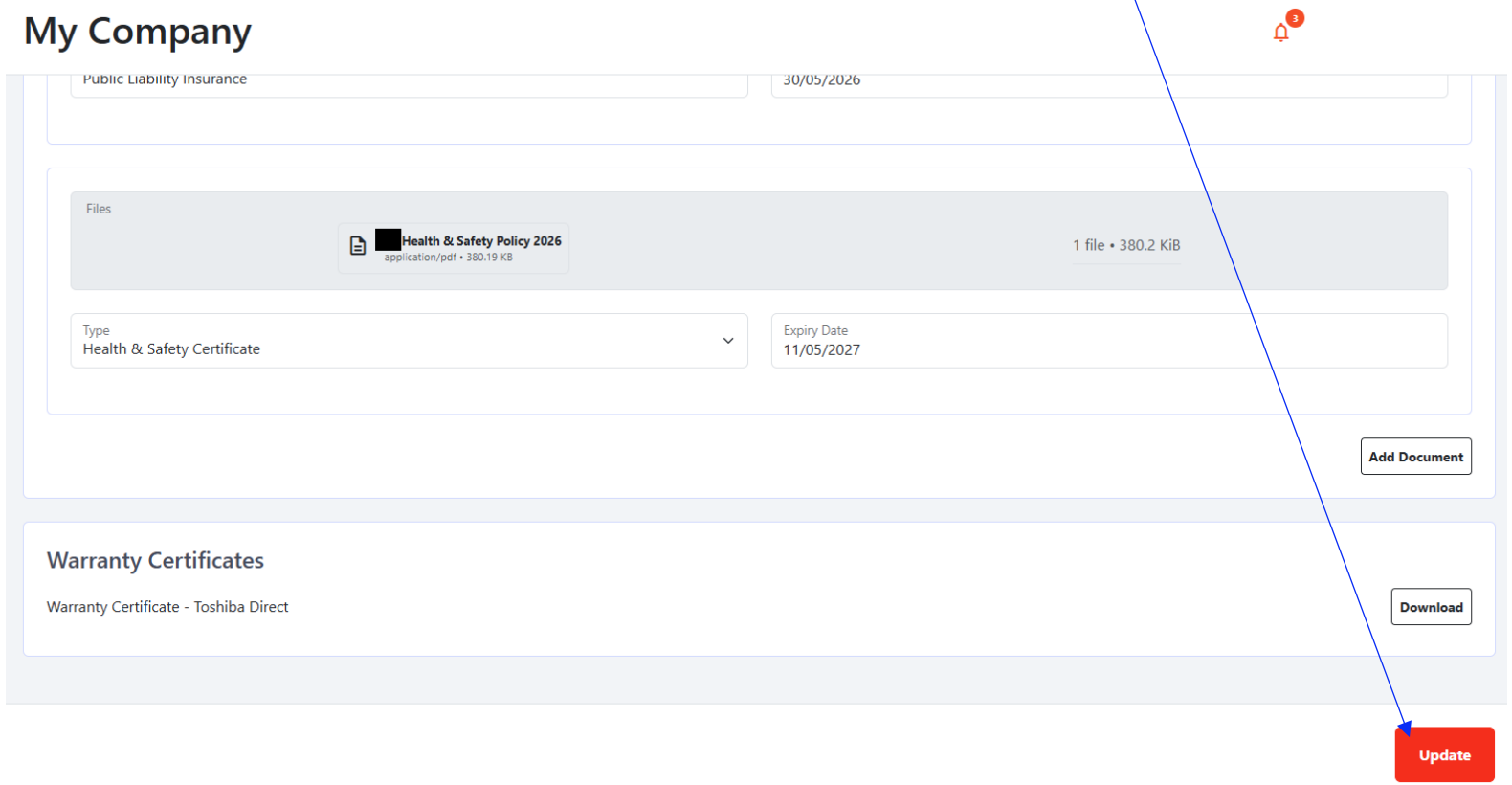
Once clicked, you will be able to drag a file for upload as you can select which document type it is and its expiry date. You can then add further documents if required.



My Company

Once you have uploaded the documents, press the red '**Update**' button in the bottom right corner.

Now the relevant documents have been uploaded into the system, they will be processed by the system and reflect accurately within the system.



Thank You

Hopefully you found this helpful!

For any problems, contact: Commissioning.uk@toshiba-ac.com

Thank you for watching,

Carrier Solutions UK LTD