

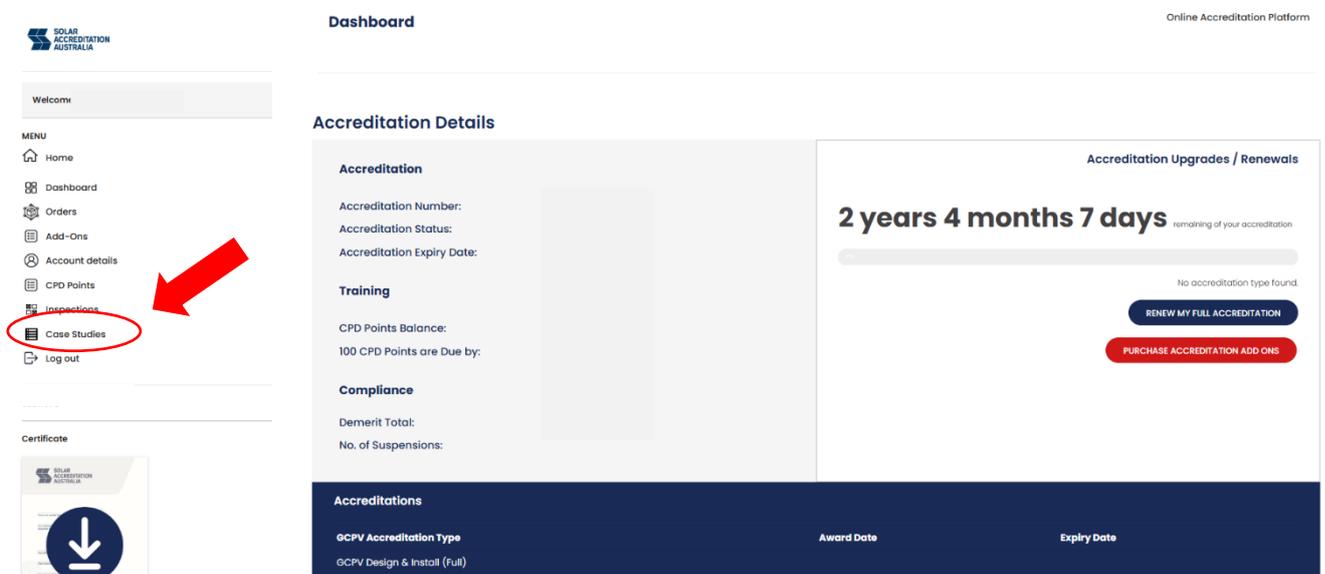
Instructions for Submitting a Case Study in the SAA Portal

The following step-by-step guide to upload and submit your case study in the SAA Portal.

1. Login to SAA Portal from www.saaaustralia.com.au



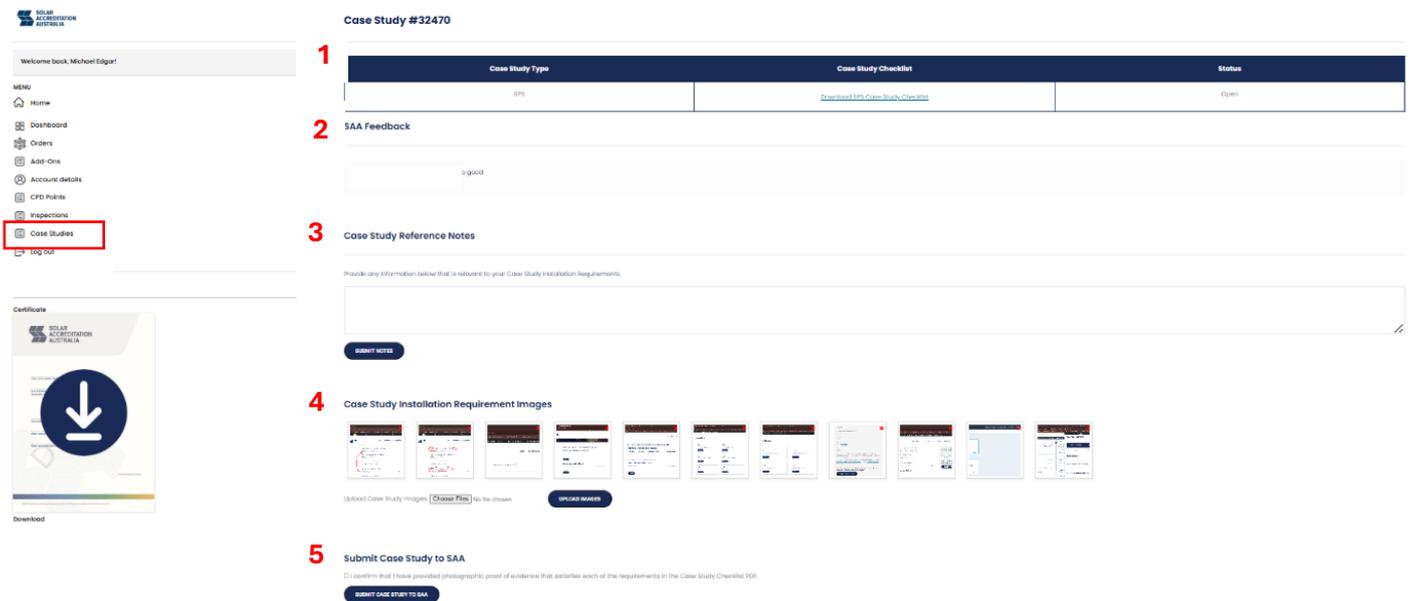
2. Click on Case Study tab in the Menu on the left-hand side to access the case study section



3. In the case study section, click 'proceed to case study'



4. This will bring up the page where you need to upload your case study information



1 - Case Study number

In this section, you can see the accreditation type your case study is being considered for, access the **Case Study Checklist** to ensure all required information is provided, and check the status of your case study. If it's marked as '**Open**', the application is still in progress. A '**Closed**' status means it's under review, and we'll get back to you with the outcome.

Case Study #32585

Case Study Type	Case Study Checklist	Status
GCBS	Download GCBS Case Study Checklist	open

2 - SAA Feedback

This section will display any comments from us if we need more information about your case study. The most recent comments will appear at the top. **SAA will email you if there are any comments on your case study.**

SAA Feedback

2/3 – new comments go here
1/12 – previous comments appear here

3 - Case Study Reference Notes

Use this section to leave comments about your case study. You can refer to the submitted photos or add any extra information you'd like us to consider as part of your submission.

Case Study Reference Notes

Provide any information below that is relevant to your Case Study Installation Requirements.

SUBMIT NOTES

4 – Case Study Images

Upload images related to your case study directly from your phone. Images will be automatically resized to meet the required format.

Case Study Installation Requirement Images

No images uploaded yet.

Upload Case Study Images: No file chosen

UPLOAD IMAGES

5 – Submit Case Study

Once all the information is uploaded, click 'Submit Case Study to SAA'. You can use this function if you are asked to provide further information.

Submit Case Study to SAA

I confirm that I have provided photographic proof of evidence that satisfies each of the requirements in the Case Study Checklist PDF.

SUBMIT CASE STUDY TO SAA

Once the case study has been successfully submitted, you will see the following message.

Submit Case Study to SAA

Your Case Study submission is 'Lodged'.

Frequently Asked Questions

Q: Where do I find my order number?

Your order number appears at the top of your case study tile in the Case Study section.



Q: I received an email from SAA saying there is a notification on my case study. Where do I find it?

You will find comments under the 'SAA Feedback' in the Case Study section. The most recent comments will appear at the top.

Q: How do I know when my case study has been approved?

You will receive the email from us confirming that your case study has been approved. In the SAA Portal, the case study status will show as 'Closed'.

Q: How long do I have to complete a case study?

You have up to 3 months (from the date of your provisional accreditation) to complete your case study but we strongly encourage you to do it sooner to minimise the time working under provisional accreditation.

Q: My case study was approved but I still haven't received my full accreditation. Is there anything else I need to do?

As part of the provisional accreditation process, we require an upfront payment of \$605.00 (incl GST) for full accreditation before accreditation is granted.