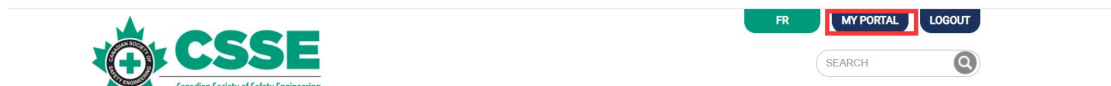
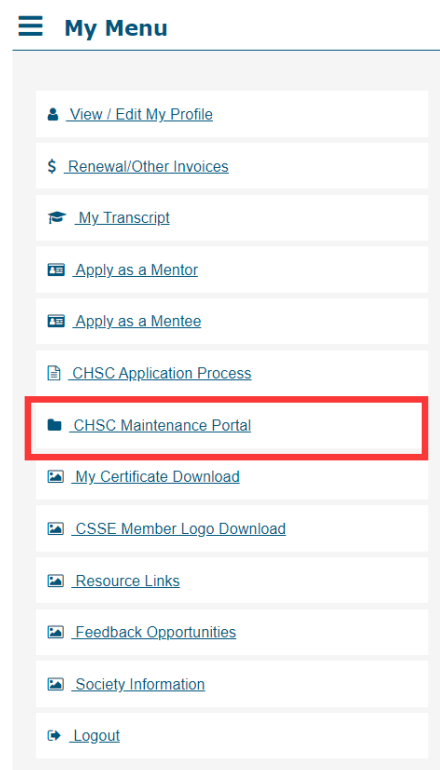


How to Upload CHSC maintenance documents in the portal

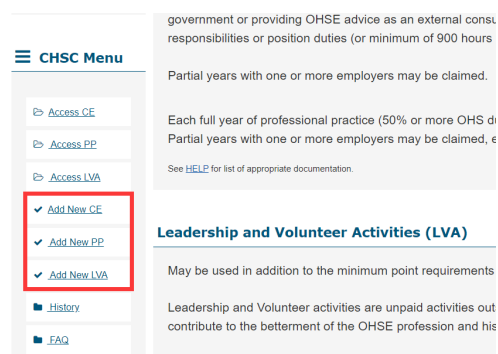
1. Log in to your portal. If you have problems logging in or forget your username/password, please contact helpdesk@csse.org.
2. Click **[my portal]** on the top right of the page.




3. Scroll down to **[My Menu]** and click **[CHSC Maintenance Portal]**.





4. On that page, scroll down to **[CHSC Menu]**. Select one of the points that you would like to add.





5. Click **[Add New]**. Fill out the information and upload your documents.


 View Profile

 Edit Profile

 Additional ▾

 Messages

 Invoices



CE POINTS ▾

ADD NEW

6 CE Points found, displaying all CE Points.

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