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.

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SEARCH

2. Click [my portal] on the top right of the page.



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

≡ My Menu
View / Edit My Profile
S Renewal/Other Invoices
<u>My Transcript</u>
Apply as a Mentor
Apply as a Mentee
CHSC Application Process
<u>CHSC Maintenance Portal</u>
My Certificate Download
CSSE Member Logo Download
Resource Links
Eedback Opportunities
Society Information
🕞 Logout

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

would like to add.

	lonu	government or providing OHSE advice as an external consu responsibilities or position duties (or minimum of 900 hours	
		Partial years with one or more employers may be claimed.	
Access C		Each full year of professional practice (50% or more OHS di	
Access P	e	Partial years with one or more employers may be claimed	
Access L	/A	See HELP for list of appropriate documentation.	
✓ Add New	<u>DE</u>	Leadership and Volunteer Activities (LVA)	
✓ Add New	<u>PP</u>		
✓ Add New	LVA	May be used in addition to the minimum point requirements	
History		Leadership and Volunteer activities are unpaid activities ou	
EAQ		contribute to the betterment of the OHSE profession and hi	
		Recently to a second contraction of the second seco	

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

