

Instructions

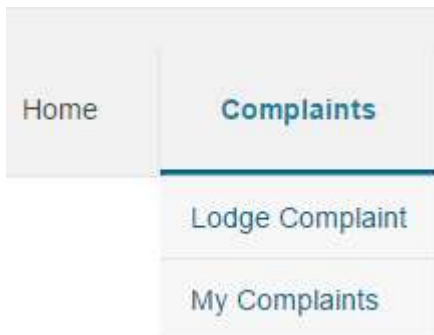


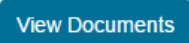
View / Download Documents from the My Complaints page

You can **View & Download** the **Files** that you have uploaded as part of your **Complaint**, as well as a copy of your **Complaint form** as a **PDF**.

To **View** the **Documents** from a **Complaint**:

1. Hover your mouse over the **Complaints** menu and click onto **My Complaints**



2. Under **Submitted Complaints** tab, locate a **Complaint** record and click the  button

Home > Complaints > My Complaints

Complaints

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Submitted Complaints

Draft Complaints

Complaint ID	Date received	Status
COMP00367	26-05-2017	Received
Complaint summary: Site Address: 21 HOME ST WATER NORTH VIC 3003		

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3. Click onto a **Document** link to **Download** a file. You can open the file once it is downloaded

