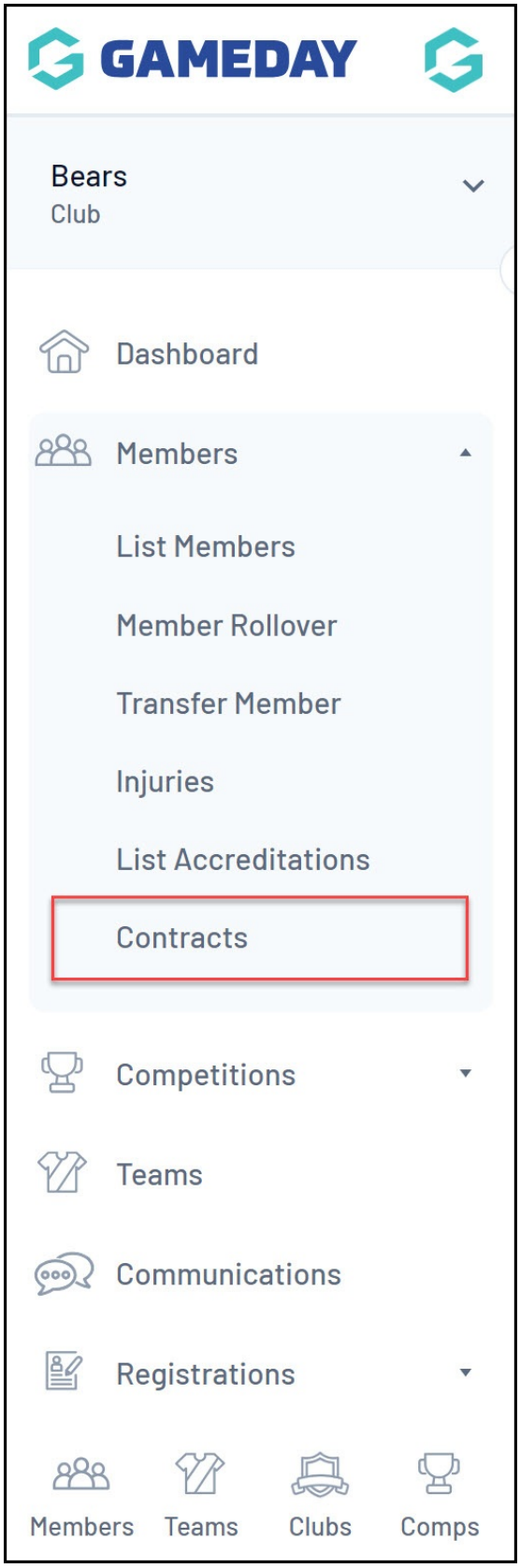
How do I add documents to a Contract?

25/09/2025 3:35 pm AEST

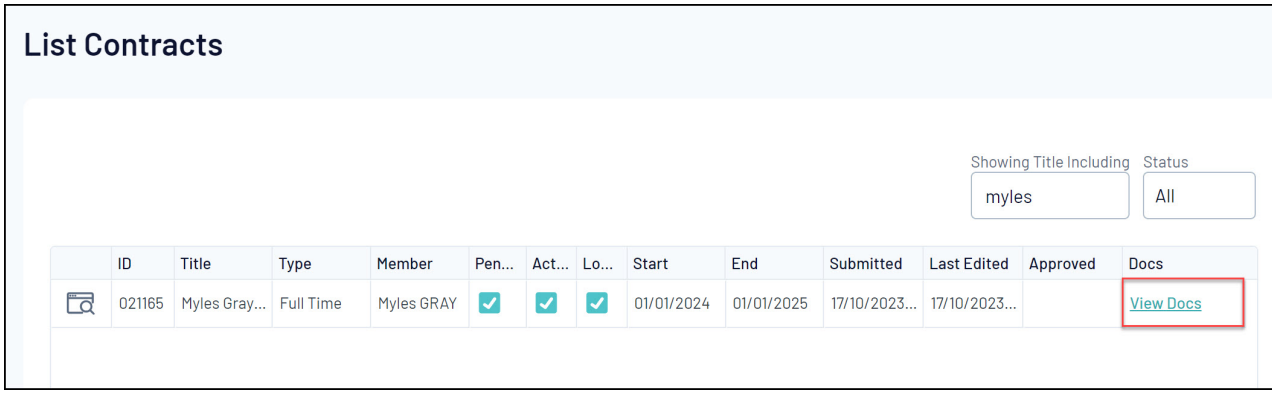
When Contracts are added to your Passport database and assigned to members, you can also upload documents to the existing contract to assist in contract approval and accurate record-keeping.

To add a document to a Contract record:

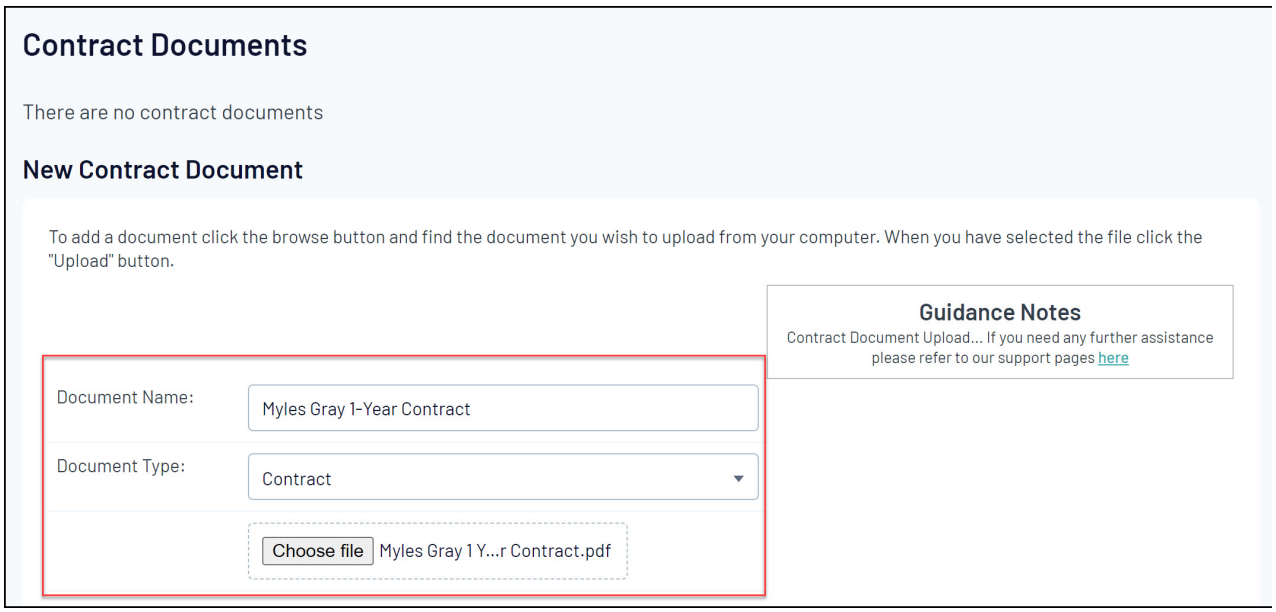
1. From your organisation dashboard, open the **Members** menu, then select **CONTRACTS**



2. Find the relevant Contract, then click **VIEW DOCS**



3. On the next page, you can upload up to six different contract files. Add a **Document Name**, set the **Document Type** to Contract, and upload the file using the **CHOOSE FILE** button



4. Scroll to the bottom of the page and click **UPLOAD**

