

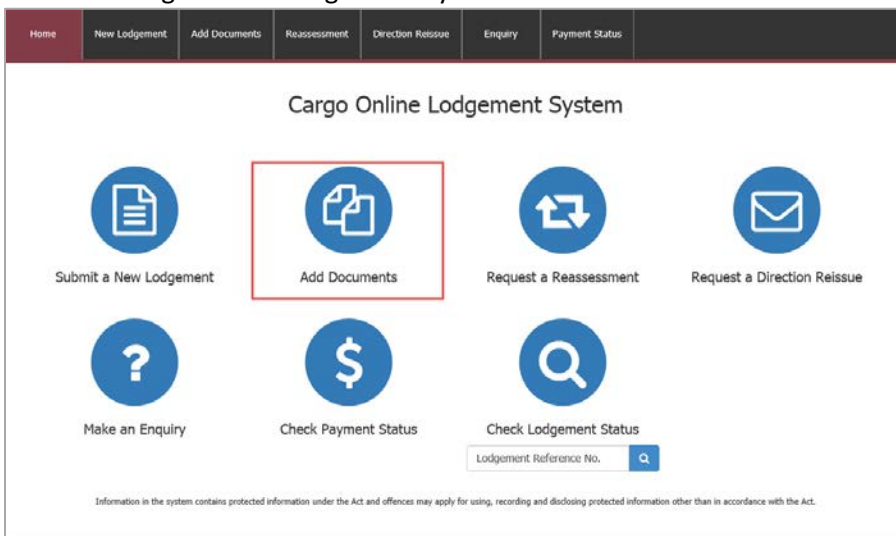
How do I add additional documents to my lodgement?

This task card demonstrates how to submit additional documents to a previously submitted lodgement in the Cargo Online Lodgement System. These may be documents requested by the department to complete the document assessment or additional ones that need to be added after the initial lodgement.

1. Add document to my lodgement

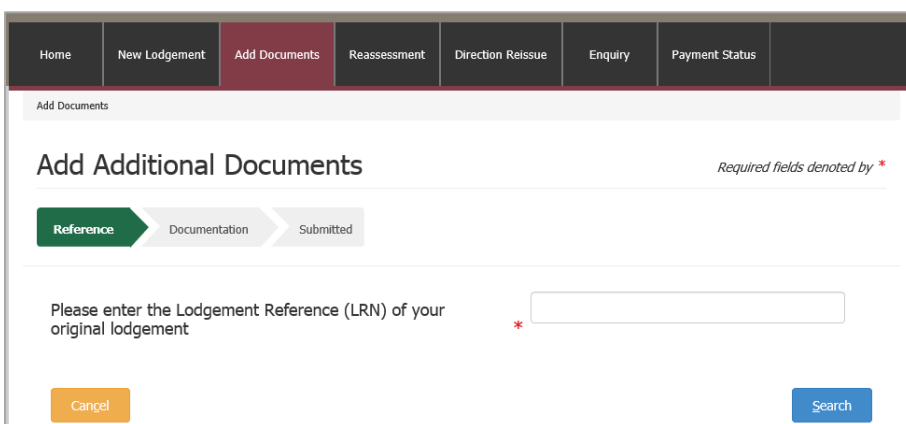
1.1 Home page

Go to the Cargo Online Lodgement System



Select **Add Documents**

1.2 Enter the LRN



Enter your Lodgement Reference Number (LRN)

The LRN will be the number given at the time of the original lodgement.

It is a 26 digit number.

You can copy and paste the LRN from your email notification that you received at the time of initial lodgement.

Select

1.3 Add additional documents

Here you attach the additional documentation for your consignment.

Select the **+** to add additional documents to your lodgement.

You will be presented with a new window.

Select **Choose Files** to browse your file to upload.

Alternatively, you may select a number of files and drop them in the file box.

Select **Save** to upload the chosen document(s)

You will be asked to identify the **Document Type**. This is a mandatory field.

Select your document type from the dropdown list. Choose 'other' if your document type is not listed.

Documents may not exceed 10.0MB in total



Document Reference is any additional information that will help department staff who are interpreting or executing this document.

Repeat for each document as necessary.

Add any **Additional Comments** that may help with the assessment of the documentation.

Select the **General Declaration** box.

By selecting the checkbox you declare that the information provided on your form is true and correct.

Read the Privacy statement.

Select

1.4 Submitted

You will receive notification that your lodgement has been submitted.

Add Additional Documents Required fields denoted by *

Reference > Documentation > **Submitted**

Submission Confirmation

Your lodgement has now been received by the Department of Agriculture and Water Resources and will be assessed as soon as possible.

You will now receive a confirmation of this lodgement via email to the email address you nominated within the form. Please keep the email as receipt of your lodgement.

Your Lodgement Reference Number (LRN) is **CN028000020171101111710110**.

This number is unique to this lodgement and it can be used to identify your consignment when using other parts of the Cargo Online Lodgement System.

You will receive an email confirmation. This should be kept as a receipt of your lodgement.

Your documents are now with the department for assessment.