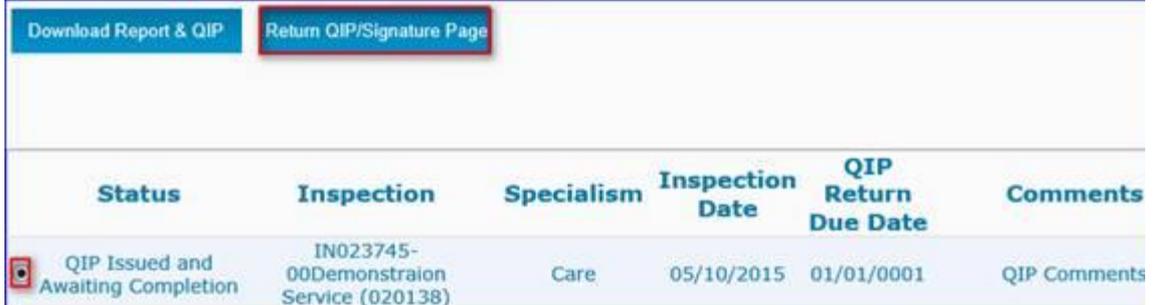


1.1.1 1.1.3 Service-Upload QIP

11. Login into the Portal and select **Report & QIP**.

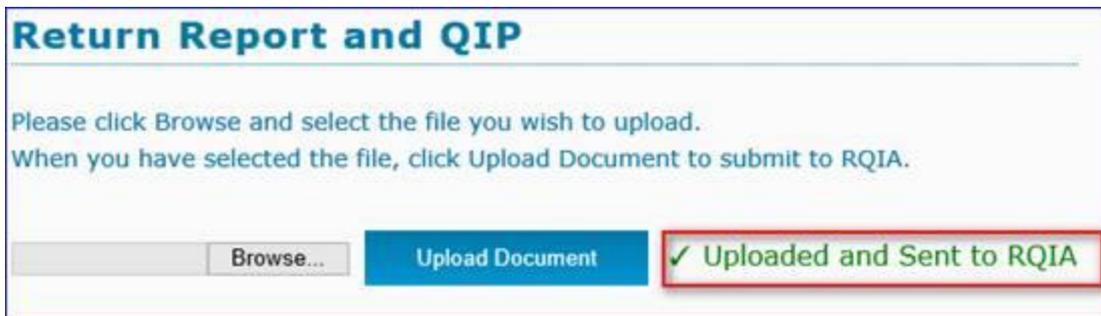
12. Select the Inspection and click the **Return QIP/Signature Page** button.



The screenshot shows a web interface with two buttons at the top: 'Download Report & QIP' and 'Return QIP/Signature Page'. Below the buttons is a table with the following columns: Status, Inspection, Specialism, Inspection Date, QIP Return Due Date, and Comments. The first row of data shows a status of 'QIP Issued and Awaiting Completion', an inspection ID of 'IN023745-00Demonstraion Service (020138)', a specialism of 'Care', an inspection date of '05/10/2015', a QIP return due date of '01/01/0001', and a comment of 'QIP Comments'.

Status	Inspection	Specialism	Inspection Date	QIP Return Due Date	Comments
QIP Issued and Awaiting Completion	IN023745-00Demonstraion Service (020138)	Care	05/10/2015	01/01/0001	QIP Comments

13. **Attach** the document and click **Upload Document**



The screenshot shows a form titled 'Return Report and QIP'. Below the title, there is a text prompt: 'Please click Browse and select the file you wish to upload. When you have selected the file, click Upload Document to submit to RQIA.' At the bottom of the form, there are three elements: a 'Browse...' button, an 'Upload Document' button, and a green box containing a checkmark and the text 'Uploaded and Sent to RQIA'.

If successful, a green box will confirm the Upload.

14. Click Return to Menu



The Inspection will have been removed from the Portal List