

Quick guide to uploading your Drinking Water **Safety Plan**

Unclassified

What to do Step

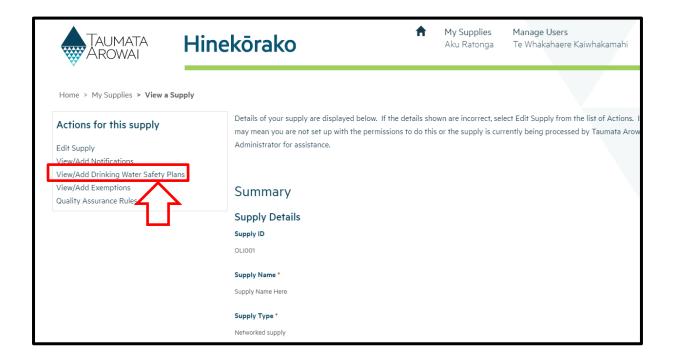
From the front page of the portal (login here Hinekorako (taumataarowai.govt.nz)), select View 1 Supply Details from the dropdown menu at the right side of the page.



Step What to do

2

On this page there is a menu on the left side of the page called Actions for this supply. From this list select View/Add Drinking Water Safety Plans.



Hinekorako Reference Guide



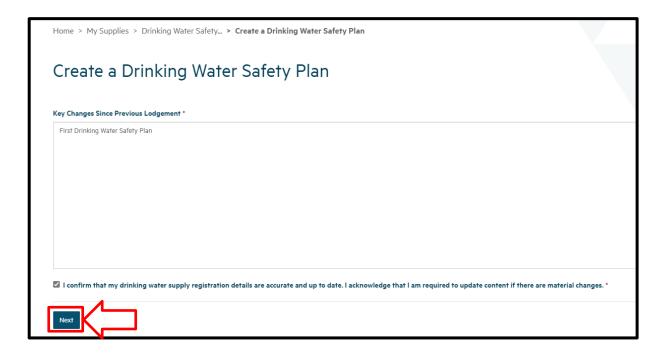
Step What to do

3

On the *Drinking Water Safety Plans* page, select *Add New Drinking Water Safety Plan*. You will also be able to see previously submitted Drinking Water Safety Plans in the table below when these are uploaded.



What to do If this is your first plan you can add a short description to the text field for example "Supply Name, Drinking Water Safety Plan, Date". Confirm that your registration details are correct and click next.



Hinekōrako Reference Guide



Step What to do

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You can upload your document on this same page by clicking *Upload Document*. The Document Description field is optional but is useful for anything supporting your Drinking Water Safety Plan. Once you have uploaded your document, confirm that the details provided are accurate and then submit your plan.



Step What to do

To check that this has been completed successfully follow steps 1 to 3 of this guide and check if your Drinking Water Safety Plan is now showing under the submitted table. Further information can be found in the Quick Reference Guide: Manage Drinking Water Safety Plan.