

Developer Implementation Checklist – HomeServicesEtc.com

1. Pop-up Notice Integration

- Insert HomeServicesEtc_Popup.html into the registration/login page.
- Ensure the modal opens automatically when a new tradesperson or service provider registers.
- Require users to tick the acknowledgment checkbox before they can proceed.
- Store acknowledgment status (sessionStorage or database flag).
- Link 'View Full Policy' button to the hosted full addendum page (/legal/insurance-and-id-policy).

2. Upload & Verification Requirements

- Add mandatory upload fields in the provider registration profile for: Currency Certificate and Photo ID.
- Block access to all jobs/tenders until both documents are uploaded and verified.
- Provide file format restrictions (JPG, PNG, PDF) and enforce minimum clarity.

3. Backend & Database Updates

- Create database fields for storing uploaded insurance certificate and photo ID (with timestamps).
- Add a flag for verification status (Pending, Approved, Rejected).
- Ensure expired certificates cannot be reused.
- Create audit logs for compliance checks.

4. Access Control

- Prevent tradespeople/service providers from viewing, bidding, or accepting jobs until insurance and ID are uploaded and verified.
- Display a clear notice: 'You cannot access jobs until your insurance and ID are uploaded and approved.'

5. Admin Dashboard Controls

- Add an admin review panel for staff to view documents, approve/reject submissions, and send notices.
- Record approval date & admin user ID for accountability.

6. Security & Compliance

- Encrypt uploaded files at rest and restrict access to admins only.
- Ensure compliance with Australian Privacy Principles (APPs) and GDPR.
- Log all document access to prevent misuse.