

Providing updates to an application

I have been asked to provide more information on my application.
I want to update it.

Reading the email

- If you have been asked to provide more information for your application, you will receive an email from the local authority.
- Read the email carefully so that you know what you need to change in your application.

Reloading the spreadsheet

- If you need to update information on the spreadsheet:
1. Open your application spreadsheet.
 2. Update the information.
 3. Save and close your spreadsheet.
 4. Sign in to West Midlands Placement Portal (WMPP).
Your application is displayed.
 5. Click the **Reupload spreadsheet** button in the **Actions** panel.
 6. Click **Choose File**.
 7. Browse to the file and select it.
 8. Click **Continue**.

Actions

Submit application

Reupload spreadsheet

Updating documents

- If you need to replace your documents:
1. Click **Update**.
 2. Click **Choose File**.
 3. Browse to the file and select it.
 4. Update the additional information.
 5. Click **Save and Continue**.

Required

Insurance: Public Liability
[TestDocument.pdf](#)
Expiry Date: 2027-01-01

UPLOADED

[Update](#)

Submitting the application

1. Click the **Submit application** button in the **Actions** panel.
2. Read the terms and conditions.
3. Select the box to accept the terms and conditions.
4. Click the **Continue** button. Your application is resubmitted.

Actions

Submit application

Reupload spreadsheet



- Also see the training guide:
- Submitting a registration application