



Updating your documents

I have renewed my documentation.
I want to update the documents on my provider profile.

Updating documents



You **must** sign in as an administrator to change your profile information.

1. Sign in to West Midlands Placement Portal (WMPP) as an administrator.
2. Click **Profile** on the navigation bar.
3. Scroll down to the document.
4. Click **Upload**.
5. Click **Choose File**.
6. Browse to the file and select it.
7. Enter the additional information. Different types of document have different additional information.
8. Click **Save and Continue**.

Upload Insurance: Public Liability

Choose files to upload

No file chosen

Expiry Date

Day Month Year

Save and continue [Cancel](#)



Tip: If your file is too large to upload, contact support. Click **contact support** at the bottom of the page.