



PREPARE YOUR UPLOAD · LAST UPDATED 3 OCTOBER 2026

# Sending us your form and documents

Complete your intake form, gather the supporting documents you have, then send everything together through our secure upload portal.

## AT LEAST FIVE DAYS BEFORE YOUR APPOINTMENT

We read your form and documents before the interview and prepare our questions from them. Please have everything with us at least five days before your appointment.

If your appointment is closer than that, send what you have as soon as you can and email [fca@seedsoccupationaltherapy.com.au](mailto:fca@seedsoccupationaltherapy.com.au). We will confirm whether we can prepare in time or need to move the appointment.

01

### Save the form to your device first

Open the saved PDF in Adobe Acrobat Reader, which is free, or Preview on a Mac. Type your answers into the form and save as you go. You can return to it over several sittings. Nothing reaches us until you upload it. Working only in a browser tab can lose your answers when the tab closes.

SAVE AS YOU GO

02

### Return the PDF you typed into

Please do not print the intake form, fill it in by hand or send photographs or scans of it. We need the answers saved inside the PDF to prepare for your interview. If using the form on a screen is difficult, email us so we can discuss another approach.

THE COMPLETED PDF ITSELF



GET READY TO UPLOAD

# Gather your files and client ID

03

## Gather the documents you already have

You can send your intake form plus up to twelve supporting documents. The limit is 40 MB per file and 90 MB altogether. Supporting documents can be PDFs, Word documents or clear photographs of paper letters. You do not need a complete set; older documents can help too. If you have more than twelve, combine related reports into one PDF or choose the most recent of each kind.

FORM + UP TO 12 DOCUMENTS

40 MB PER FILE

90 MB TOTAL

04

## Find your client ID

Your client ID is in the email sent when you signed your service agreement. It looks like FCA-AGR-0123, with your own four digits. The portal also asks for the participant's name and your email address. If the email is missing, check your junk folder, then email us for help.

IN YOUR AGREEMENT EMAIL



SEND AND CHECK

# Getting everything to us

05

## Send everything together

Send your completed intake form and supporting documents in one upload at [seedsoccupationaltherapy.com.au/upload-portal/](https://seedsoccupationaltherapy.com.au/upload-portal/). This lets us prepare from the whole picture. If relevant information emerges afterwards, contact us before sending more files so we can discuss any effect on preparation, timing or the agreed scope. You can also raise anything you remember during the interview.

ONE COMPLETE UPLOAD

CONTACT US ABOUT LATER INFORMATION

06

## Check your receipt

The portal confirms when your upload has arrived. An email receipt lists every file we received. Check the list and reply straight away if anything is missing.

KEEP THE CONFIRMATION EMAIL

### WHERE TO SEND IT

Upload at [seedsoccupationaltherapy.com.au/upload-portal/](https://seedsoccupationaltherapy.com.au/upload-portal/) using your client ID.

If anything is unclear or goes wrong, email [fca@seedsoccupationaltherapy.com.au](mailto:fca@seedsoccupationaltherapy.com.au). We will help you work through it.

## One complete upload, five days ahead

If the form is difficult, your appointment is sooner than five days away or you find more relevant information later, email us.